

Position Description

Title:	Alumni Engagement Officer
Department:	Advancement
Reports To:	Assistant Vice President for Advancement
Supervises:	N/A
Internal Contacts:	President's Office, Student Affairs, Finance Office, Office of Media and Communications, Office of the Provost, Faculty, Students
External Contacts:	Alumni
Employment Status:	Full-time, Non-Exempt

Domains:

- Coordinate the activities and services of the Alumni Engagement Office, and serve as a liaison between alumni and MSM.
- Engage ever larger numbers of alumni with an emphasis on developing meaningful touchpoints and events.
- Administer the online alumni platform NetCommunity Grow, update MSM alumni webpages, and send alumni e-communications (birthday announcements, event invitations, holiday greetings, etc.) and e-newsletters to foster alumni engagement.
- Help produce an annual Alumni Reunion and other local, regional, and international events as needed.
- Attend meetings of the Alumni Council and help to recruit and steward new members.
- Monitor alumni news, and share alumni updates, awards, and accomplishments with alumni and the MSM Community through social media platforms, principally Facebook, MSM's website (www.msmnyc.edu), and "Success Stories" emails.
- Work with the Advancement Database Manager to maintain and update alumni contact information, occupation, and career information, relationships, and details of academic history (major teacher, program, dates of entry/graduation, degrees earned) and to track alumni correspondence in the Raisers Edge NXT database.
- Partner with MSM's Center for Music Entrepreneurship to bring back alumni to participate on panels and to share their experiences with students, fellow alumni, and family members, and to coordinate an alumni mentorship program, pairing students and new graduates with alumni with established careers.
- Help recent graduates transition to alumni, including:
 - Promoting 100 Days to Graduation outreach.
 - Working with the Advancement Database Manager to migrate new graduate data into Raisers Edge NXT.
 - Administering New Graduate Survey and migrating information collected into Raiser's Edge NXT.
 - Sending Congratulations cards and Alumni ID cards to new graduates and informing them about NetCommunity Grow, the Mentorship program, alumni library card, and career development.
- Assist the Advancement Office in the development of an Alumni Brochure featuring notable alumni.

- Help identify notable alumni for further cultivation and/or honors by the President.
- Assist the Office of the Provost in collecting alumni data to quantify alumni successes.

Job Requirements:

- Bachelor's degree, preferably from Manhattan School of Music.
- Superior interpersonal skills. Enthusiasm for music/music education and a commitment to the mission of Manhattan School of Music.
- Familiarity with Raiser's Edge NXT, MS Office Suite, and social media platforms.
- Excellent analytical, verbal, and written communication skills.
- Well-organized with an ability to manage multiple projects and to meet deadlines and goals.
- Flexibility to work occasional evenings and weekends required.
- Ability to work independently as well as part of the Advancement team.

Contact Information:

Send letter of application and résumé including three references to:

Marc A. Day
Assistant Vice President for Advancement
mday@msmny.edu
No phone calls please

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