

Position Title	Alumni Engagement Manager – MBA for Life
Group/Portfolio	Advancement
Classification	HEW 7
Position Number	00061638
Reports To	Deputy Director Advancement / Director Alumni Engagement
Employment Type	Continuing

1.0 Position Purpose

The Alumni Engagement Manager is a member of the alumni engagement team, which is responsible for implementing the University's alumni plan, to ensure cohesive and strategically aligned relationship building with the University's over 300,000 alumni.

They will work to achieve the strategic initiatives and goals of the Advancement and in the development and management of mutually beneficial relationships with the alumni community.

The role works in close partnership with and takes strategic direction from the MBA Director to support and interact with graduating students and alumni of the MBA Program Suite to establish and achieve the "MBA-For-Life" program goals and to build, manage and record meaningful and long-lasting professional relationships with alumni.

2.0 Eligibility Requirements

- Relevant tertiary qualification and experience in delivering international and domestic engagement strategies for University alumni programs, or an equivalent alternative combination of relevant knowledge, training and/or experience.

3.0 Key Responsibilities

- Contribute to the development of the University's overall alumni strategy and to a program of activities, events, and processes to grow the University's active engagement with its local, national and international Alumni, with a specific focus on the Griffith MBA Program Suite.
- Manage implementation of elements of the strategy, including the planning, delivery and promotion specifically for the Griffith MBA Alumni cohort.
- Review historic activities, establish new goals and develop a strategic plan for the Griffith MBA's 'MBA-For-Life' alumni program in conjunction with the MBA Director.
- Operate as an effective business partner for the Griffith MBA program and other relevant professional portfolios across the University who collaborate with the MBA program.

- Liaise with the Griffith MBA team, other internal stakeholders and external industry partners to identify priorities and support annual goals to be met for the Griffith MBA Suite Alumni.
- Undertake personalised engagement with Griffith MBA Suite graduating students and alumni at all career levels.
- Recognise Griffith MBA Suite alumni through nominations for alumni awards – both internal and external.
- Work with Griffith MBA Suite alumni volunteers to support the implementation of the alumni program as specified by the Griffith MBA Director.
- Support and leverage an active MBA alumni community network, domestically and internationally through strategic online and face-to-face engagement.
- Work to ensure best quality up to date records of Griffith MBA Suite Alumni and their interactions with the University.
- Contribute to other work of Advancement as required by the Deputy Director Advancement.
- Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Demonstrate the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self/Others section of our [Capability Development Framework](#).