POSITION DESCRIPTION

THE UNIVERSITY OF VIRGINIA
MEDICAL ALUMNI ASSOCIATION/MEDICAL SCHOOL FOUNDATION

TITLE: Associate Director of Constituent Relations (Students, Housestaff & Recent Graduates)

POSITION: Builds relationships with and coordinates programming for medical students, current hospital housestaff, and recent graduates of the UVA School of Medicine

REPORTING RELATIONSHIP: The Associate Director of Constituent Relations reports to the Director of Constituent Relations and works closely with other staff members.

DUTIES:

Constituent Events (Focusing on Students, Housestaff and Recent Graduates)
- Conceptualize, plan and execute ~30 events per year for medical students, faculty, housestaff and alumni; develop strategies to increase participation at events, enhance constituent satisfaction with the institution, and garner support of the organization
- Coordinate event venues/vendors, logistics, invitation mailings/registration, on-site synchronization, on-site photography, and event volunteers
- Provide support for various components of signature alumni events

Volunteers Recruitment and Management
- Develop and foster relationships with constituents through event collaboration, face-to-face engagement, and personal outreach
- Identify and recruit volunteers from the student, housestaff, faculty, and alumni communities; manage volunteer programs and committees; and steward volunteers to ensure future involvement

Management of Services and Projects
- Manage various student and housestaff services provided by the MAA
- Provide administrative support for various student groups and student merit awards; coordinate with faculty and student contacts

Administrative and Other Duties
- Meet weekly with Director of Constituent Relations and Constituent Relations Assistant to keep abreast of important initiatives; develop strategy for constituent engagement, establish new events/services, and brainstorm ways to improve services
- Strategize with colleagues and contribute concepts that prove effective in increasing the visibility of the organization, improving our reputation among constituents, and increasing funds raised
- Work with colleagues to create event budgets, keep accurate financial records, and work diligently and effectively to remain within budget
- Other duties as assigned

QUALIFICATIONS:
- Bachelor’s degree required
- Experience in student affairs, alumni relations or related field with demonstrated success in building productive relationships with constituents is preferred
- Strong planning and organizational skills
- Excellent communication and interpersonal skills
- Ability to work collaboratively and courteously with all constituents
- Ability to work independently and as part of a team focused on institutional priorities
- Professional and ethical standards for handling confidential information
- Capable of organizing and completing multiple tasks simultaneously with close attention to detail, while prioritizing duties and meeting deadlines
- Availability to travel and work evenings and weekends as needed
- Experience with AdvanceWeb or similar constituent database preferred