



**Date:** June 21, 2018  
**Title of Position:** Director of Alumni Relations  
**Salary:** Mid \$60s commensurate with education and experience  
**Effective:** July 2018

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**Position Summary:** Reporting directly to the President, the Director will be responsible for alumni outreach; development and coordination of alumni events, activities, and communications; alumni and community engagement; serving as a College representative at external community events; and, in collaboration and coordination with the Director of Development and the College's Marketing and Communications team, developing and implementing an Alumni and Development communication strategy.

**Qualifications:** The successful candidate will possess the following:

- Bachelor's degree with 2-3 years fundraising/development or similar work experience.
- Experience capturing data digitally.
- Excellent oral and written communications skills.
- Program development or program management experience.
- Passion for the mission of community colleges and its alumni.
- Ability to work collaboratively with the Director of Development to implement a shared plan for fund and friend raising.
- Possess high energy, a positive attitude, flexibility, teamwork, and attention to detail; possesses a high degree of initiative and an excellent sense of humor.

**Additional information:** Source of Funding: 01  
Area of Assignment: President's Office

MCCC  AFSCME  DCE  Non-Unit  Full-time  Part -Time

**Application Procedures:** Interested candidates may apply in complete confidence by sending a cover letter that specifically addresses the above qualifications, a detailed resume, and a writing sample related to alumni relations and a sample social media post to Heidi Bailey, Human Resources Office, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201 [hbailey@berkshirecc.edu](mailto:hbailey@berkshirecc.edu). Those selected as finalists will be required to provide the names, titles, institutions, and business and home phone numbers of three references.

**Application review begins on July 9, 2018 and continues until position is filled.** BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.