



FLORIDA COLLEGE

Job Description - Manager of Alumni Relations

Florida College is seeking applicants for the position of **Manager of Alumni Relations**. This position serves in the Advancement Department and is responsible for strengthening Florida College's alumni network, increasing alumni involvement, and creating opportunities for alumni to remain connected to and engaged with the College. This role will be located in Temple Terrace, FL.

Responsibilities

- Develop and implement strategies to strengthen and grow Florida College's alumni network.
- Identify and develop alumni leaders and ambassadors who can help expand engagement within the alumni community.
- Develop strategies to reconnect alumni who are not currently engaged with Florida College.
- Plan and execute alumni reunions, regional gatherings, and other alumni engagement events.
- Support Advancement-sponsored events that support cultivation, stewardship, recognition, and constituent engagement.
- Help the Advancement team coordinate event logistics, communications, registrations, and vendors.
- Support Advancement goals by building relationships with alumni and identifying opportunities for increased involvement and philanthropic support.
- Manage selected alumni relationships and coordinate with Advancement staff on cultivation, solicitation, and stewardship efforts.
- Maintain accurate alumni engagement and prospect information in the College's CRM.
- Represent Florida College at alumni and Advancement events.

Minimum Qualifications (Required)

- Bachelor's degree.
- Strong interpersonal and relationship-building skills.
- Excellent written and verbal communication skills.
- Highly organized with strong time-management and project-management abilities.
- Ability to manage multiple projects and priorities simultaneously.
- Proficient in Microsoft Office Suite and comfortable working with CRM systems.
- Valid driver's license and ability to travel as required.
- Ability to work evenings and weekends for events.



119 N. Glen Arven Ave. Temple Terrace, FL 33617



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Knowledge, Skills, & Abilities

- Ability to build and strengthen communities and constituent networks.
- Strong understanding of relationship-based engagement and fundraising.
- Excellent organizational and follow-through skills.
- Strong event planning and coordination skills.
- Ability to work independently and collaboratively.
- Strong judgment and discretion when working with alumni and donors.
- Ability to effectively communicate Florida College's mission and build long-term relationships.

Interested applicants should submit resumes to Wes Mallory – Director of Human Resources at MalloryW@floridacollege.edu. **Priority consideration will be given to applicants whose materials are received by September 18, 2026.** If you have any questions, please contact Wes Mallory.

Florida College is committed to maintaining a safe and secure campus environment and protecting the institution's financial and physical assets. Therefore, Florida College conducts background checks on all employment finalists. Successful candidates must demonstrate support for Florida College's mission and values.

Florida College is an Equal Opportunity Employer and does not engage in prohibited discrimination in employment based on race, color, religion, national or ethnic origin, age, sex, disability, or prior military service. Florida College complies with applicable federal and state nondiscrimination laws.