

Director of Alumni and Community Relations/Development Officer

POSITION:	Director of Alumni and Community Relations/Development Officer
SUPERVISOR:	Vice President for Institutional Advancement & Public Affairs
DEPARTMENT:	Alumni Relations
LOCATION:	On-campus, located in Tiffin, OH
JOB TYPE:	Full Time

GENERAL JOB DESCRIPTION

The Director of Alumni and Community Relations/Development Officer is a dual-facing role that brings together philanthropic cultivation and alumni engagement to ensure the longevity of Tiffin University for years to come.

Alumni and Community Relations Responsibilities:

TU looks to expand connections and nurture meaningful engagement with the University from our alumni and stakeholders. The Director of Alumni and Community Relations/Development Officer designs, leads, and administers a comprehensive alumni relations program in support of the mission of the University. The Director of Alumni and Community Relations develops and executes programming and communications that engage TU alumni and friends with the University, fellow alumni, and students. Collaborate with the Institutional Advancement team and TU Staff and Faculty to develop outreach strategies and create content for alumni and community programs. Analyze the impact and reach of new programming, as well as the efficacy of existing offerings, and create new strategies based on this analysis. Coordinate alumni and community engagement and outreach strategies to advance Tiffin University's and the Institutional Advancement's goals and objectives.

Development Officer Responsibilities:

Under the supervision of the Vice President for Institutional Advancement & Public Affairs, this position supports fundraising efforts by cultivating relationships with alumni, parents, and friends of the University. This position is responsible for identifying, qualifying, soliciting, and stewarding major gift prospects in alignment with institutional fundraising goals.

This position works to increase philanthropic support for Tiffin University through effective relationship management, personalized engagement strategies, and consistent outreach. This role requires strong communication skills, a goal-oriented mindset, and the ability to manage a portfolio of donors while maintaining accurate records and reporting outcomes. Travel, evening, and weekend work may be required.

WAYS TO MAKE AN IMPACT

- Manage and grow a portfolio of major gift prospects, focusing on individuals capable of giving at the \$25,000+ level.
- Conduct consistent outreach to identify, qualify, cultivate, solicit, and steward prospective donors through in-person visits, phone calls, and events.

- Partner with university leadership, faculty, staff, and colleagues across campus to align fundraising efforts with academic and strategic priorities.
- Develop personalized solicitation strategies and compelling proposals to inspire giving.
- Maintain accurate and timely documentation of all donor interactions in the university's donor database.
- Represent the University at alumni and fundraising events both on and off campus.
- Travel regularly to meet with donors and prospects, including evenings and occasional weekends as needed.
- Collaborate with the alumni engagement and communications teams to create impactful touchpoints and messaging.
- Directs and oversees daily operations of the alumni office.
- Manages alumni records, databases, and reporting systems.
- Develops and implements short- and long-term goals, objectives, policies, and procedures; monitors effectiveness and makes improvements as needed.
- Oversees alumni communications, including the development and distribution of written and electronic materials.
- Serve as advisor to the Alumni Board.
- Develops and executes membership and sponsorship plans for LIFE@TU; supports programming and social media campaigns.
- Performs other related duties as assigned.

QUALIFICATIONS AND SKILLS FOR THE JOB

Education:

- Bachelor's degree required
 - Advanced degree or equivalent professional experience preferred.

Experience:

- Minimum 2–5 years of experience in fundraising, sales, client management, or a related field with measurable results, preferably in higher education.

Other:

- Proven ability to develop and maintain relationships with individuals and organizations.
- Strong interpersonal, communication, and presentation skills, with the ability to articulate a compelling case for support.
- Demonstrated success in achieving goals and managing multiple priorities in a deadline-driven environment.
- Proficient in CRM/donor database systems and Microsoft Office applications.
- Appreciation for the mission of Tiffin University and the role of private philanthropic support in higher education.
- Willingness to travel regionally and nationally on behalf of the University.

WHAT WE VALUE

- **Desire to make an impact:** by actively contributing to a mission that improves lives and communities



- **Proven experience:** 2+ years in performance-driven roles with measurable outcomes and a strong track record of relationship-building
- **Client-facing expertise:** Skilled in leading in-person meetings, delivering compelling presentations, and closing high-stakes deals—now applied to cultivating meaningful donor partnerships
- **Exceptional communicator:** Strong interpersonal, presentation, and active listening skills that engage and inspire stakeholders
- **Goal-oriented leader:** Highly motivated, metric-driven, and energized by collaboration within a purpose-driven team environment.

WHAT WE OFFER

All full-time employees of Tiffin University are eligible for our competitive and robust benefits package, which includes medical, dental, and vision insurance, health savings account (HAS) with incentivizing employer contribution, employer paid employee assistance program (EAP), basic group life insurance, and long-term disability, voluntary life insurance, short-term disability, 403b retirement with employer match, paid time off (annual and sick leave), paid observed holidays, and tuition benefits for the employee, their spouse, and dependents.

WHY TIFFIN UNIVERSITY?

Whether you've walked the paths of campus before or are making Tiffin your chosen home, you'll be welcomed into a community rooted in diversity, collaboration, friendship, and excellence. The University's campus preserves the legacy of the past while embracing the future by marrying historic structures with state-of-the-art innovation. With a strong focus on career-long learning, employee well-being, and meaningful engagement, Tiffin University fosters a culture where making a lasting impact is part of everyday life. Faculty and staff are empowered to grow both personally and professionally, supported by leadership that values creativity, inclusion, and purpose, where every voice contributes to our success. As a member of the Dragon family, you're not just part of an institution; you're part of a driven community committed to shaping lives and transforming futures for generations to come.

KEY COMPETENCIES

<i>Interdependence</i>	Fosters collaboration
<i>Communication</i>	Strong decision-making and communication skills
<i>Accountability</i>	Formulates effective and progressive strategies aligned with the University's mission and values
<i>Respect</i>	Creates an engaging, collaborative work environment by bringing diverse people and ideas together
<i>Entrepreneurship</i>	Influences and Inspires

EMBRACING OUR GUIDING PRINCIPLES

VISION STATEMENT - The vision for Tiffin University is to become *A premier university for challenging students to enhance their global competencies and 21st-century skills for success in a diverse world.*



MISSION STATEMENT - The mission of Tiffin University is to *Educate students by linking knowledge to professional practice.*

CORE VALUES - The values of Interdependence, Communication, Accountability, Respect, and Entrepreneurship comprise the ICARE values of Tiffin University.

Tiffin University provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. While we strive for a diverse mix of candidates, all employment decisions are made without regard to race, sex, or other protected characteristics.



Tiffin University is an Equal Opportunity Employer