



## CHRISTIAN UNION

### Alumni Engagement Officer

#### **Organizational Background**

Christian Union was formed in 2002 for the purpose, by God's power and with the help of other ministries, to change the world by bringing sweeping spiritual transformation to the nation's most strategic universities, thereby developing and mobilizing godly leadership for all sectors of society. The ministry is in need of dynamic and energetic Christians desirous of expanding the knowledge of Jesus Christ in these institutions.

By God's grace, Christian Union is changing culture by discipleship, mentoring and training future leaders at the most strategic universities in America, and building networks of engaged Christian leaders in cities. Our work and development efforts take place at Princeton, Penn, Harvard, Harvard Law, Yale, Brown, Columbia, Dartmouth, Cornell, and Stanford University, as well as in New York City and Washington, DC. For more information, please see [www.ChristianUnion.org](http://www.ChristianUnion.org).

#### **Position Summary**

The Alumni Engagement Officer supports the planning and execution of alumni programs and activities for Christian Union, with three primary objectives:

- Increase philanthropic giving to CU among alumni
- Build meaningful relationships with alumni
- Broaden connections to CU

The Alumni Engagement Officer reports to the Vice President of Alumni Engagement. He or she works closely with both the Development team and the individual university ministries.

#### **The following attributes are required for success in this role:**

- An engaging and fearless personality with the ability to approach new people and to ask them to join as partners with their time and treasure for the long-term in a Kingdom-building ministry.
- Ability to build relationships with seasoned philanthropists as well as young graduates of top U.S. universities, especially those at which Christian Union ministers.
- Strong devotion to Jesus Christ, holiness, and a passion to see great spiritual renewal in America.
- Agreement with Christian Union's Statement of Faith and Ethics

**In addition, the following attributes are strongly preferred:**

- At least two years of experience in sales, fundraising, or alumni engagement.
- Experience doing outreach by phone and/or in-person to new prospects.
- Track record of setting goals and exceeding them.
- Either direct experience in or collaborative success with at least one of the following areas – marketing and communications, sales, annual giving or leadership/major gifts fundraising, student engagement, and social media strategy.
- A graduate from one of the universities at which Christian Union ministers

**Primary Responsibilities**

1. Do targeted outreach to alumni and others associated with the universities where Christian Union ministers in order to encourage them to become Christian Union Cornerstone Partners. This will include making phone calls, zoom meetings, and meeting in person with multiple people every day to meet specific goals. After partners join, help to execute a plan to keep them engaged and excited by recognizing them, communicating with them about the ministry, and helping to plan and execute special events for partners. (75%)
2. Help to support and empower alumni boards and volunteers working together to achieve defined goals for their respective universities. Includes efforts around senior class gifts and alumni generosity challenge. At times will work in tandem with the Development team. (20%)
3. Fulfill other duties as assigned by the VP of Alumni Engagement. (5%)

**Job Requirements**

- Travel: averages to 2+ days per month.
- Geography: Princeton, NJ or remotely, but someone located in the Northeast corridor is strongly preferred. The position requires some travel to New York City and occasional travel to other locations in the Northeast United States.
- Lifestyle: Seek the Lord with great intentionality and faith, living a life of holiness and devotion. Is expected to fast at least one meal, twice weekly; hold devotions in the morning and evening; and receive training in hearing God's voice, healing, inner healing, and deliverance.
- Commitment: Any candidate for this role should be willing to commit at least five years to Christian Union

**Education, experience, and necessary skills:**

- Bachelor's degree required.
- Experienced (minimum of 2 years of job-related experience).
- Exceptional communication skills; computer literacy to include industry-standard software; and experience articulating values, information, and compelling cases to multiple audiences, one-on-one,

and through formal proposals and/or presentations. Impeccable verbal and written communication skills are required.

- Superior interpersonal skills with proven ability to successfully interact and collaborate with varied constituencies in a professional manner, including organizational leadership. Excellent written and oral communication skills and demonstrated tact and diplomacy in working with a wide variety of personalities. High degree of professionalism, ethical sensitivity and discretion; ability to maintain a commitment to confidentiality; good judgment and proven responsible decision-making skills.
- Strong organizational and analytical skills with ability to initiate, analyze, monitor, evaluate and advance strategic plans. Ability to lead groups and projects as well as function as part of a collaborative team.
- Ability to manage multiple projects and priorities and meet challenging and changing deadlines. Ability to travel and work occasional evenings and weekends.

## **Compensation**

The position for which you are applying for is supported by securing [Christian Union Cornerstone Partnerships](#) by each local ministry. Securing these partnerships is a key part of this job. Team members may be asked to support this effort by connecting with personal networks and alumni.

Interested applicants should send a résumé and cover letter to [Opportunities@ChristianUnion.org](mailto:Opportunities@ChristianUnion.org).