

UNIVERSITY *of* DALLAS

Job Number: 16098UD

Alumni Relations Officer

Date Posted: November 18, 2025

WHO WE ARE

The University of Dallas is a premier Catholic liberal arts university that seeks to educate the whole person, encouraging its students to pursue wisdom, truth and virtue as the proper and primary ends of education. All employees are expected to support the university's [Mission](#), which is informed by the Apostolic Constitution [Ex corde Ecclesiae](#), the Catholic Church's governing document on Catholic universities. The University of Dallas is known for its nationally ranked Core Curriculum, exceptional post-graduation outcomes, and some of the happiest students in the country.

SUMMARY

UD is currently seeking an Alumni Relations Officer who is responsible for developing and managing a comprehensive alumni relations program that fosters relationships with alumni by means that beneficially connect alumni and current students, demonstrates alumni outcomes, and increases alumni financial support for the university.

PRIMARY RESPONSIBILITIES

Connect Alumni and Current Students for Career Advancement

- Build the Alumni Mentor Program through recruiting alumni from different industries, establishing joint accountability agreements with the alum and student, and ensuring ongoing success of the relationships in ways that further students' careers and provides meaningful engagements for alumni.
- This is accomplished in collaboration with the Office of Personal Career Development.

Cultivate a Portfolio of Alumni Volunteer Leaders

- Engage and activate volunteer alumni leaders in ways that drive broader alumni community engagement and support of the university through:
 - motivating classes to participate in annual fundraising campaigns
 - active alumni participation in the alumni mentor program
 - helping reach alumni to update contact information and career outcome
 - motivating alumni to attend on campus events.
 - Build and manage the relationships with the National Alumni Board (NAB), the Class Agent program, and identifying alumni capable of serving in volunteer leadership roles, soliciting directly when relevant.

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Track Alumni Outcomes

- Build and develop a system to track alumni outcomes to demonstrate the impact of a UDallas education across industries, including documenting and/or updating career and life outcomes and contact information.
- Manage an alumni database to maintain current information and connect alumni with the university, other alumni, and where possible, employers.
- Work with Marketing Team to support and engage the alumni online community by updating news and events and sending regular e-mails, social media.
- Provide content to the editor of Tower Magazine for alumni-related articles.
- Recognize the achievements and milestones of alumni.

Alumni Relationships

- Foster relationships across decades of alumni to help activate alumni.
- Drive attendance and build connections with alumni at large campus events, such as Alumni & Family Weekend and Groundhog, and other alumni related events.

General Department Duties including, but not limited to:

- Consistently model a high degree of customer service and benefactor focus. Work collaboratively and support other team members.
- Learn to use/operate any new job-related programs and equipment. Participate in leadership meetings and mandatory trainings
- Professionally represent UD at all times.

MINIMUM REQUIREMENTS

- Bachelor's degree.
- Superior interpersonal, writing, presentation and analytical skills.
- Ability to develop and effectively manages volunteers.
- Self-starter, energetic, creative, detail oriented, organized and able to work independently.
- Social media and emerging trends.

PREFERRED QUALIFICATIONS

- Two to four years of related work in a field such as customer service, sales, and/or other industries where the role is primarily managing relationships.

ADDITIONAL INFORMATION

This position will require travel and the ability to work evenings and weekends, as necessary.

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BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, vision, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition waiver, tuition exchange for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer and encourages applications from individuals who will enhance our community and advance our Mission.