

JOB DESCRIPTION

Associate Director of Alumni Engagement

Department: Alumni Engagement

Location: Allen, TX/Remote

FLSA Status: Exempt

Travel: 25%

Reports To: Senior Director of Alumni

Version Date: December 2024

Summary:

The Associate Director of Alumni Engagement will drive efforts to build a vibrant, connected alumni community that aligns with Passages' mission to create meaningful ties between alumni and local Christian and Jewish communities. This leader will oversee the strategic growth of alumni hubs, foster strong relationships with local Jewish communities, and implement innovative programs, such as advocacy tracking and engagement systems. By equipping and inspiring alumni to serve as caring, relational advocates and leaders, this role promotes mutual understanding and impactful Jewish-Christian partnerships at the local level.

The Associate Director will collaborate across departments to achieve strategic goals, ensuring quality, scalability, and sustainability. Reporting to the Senior Director of Alumni, this position plays a key role in shaping the future and impact of Passages' alumni network.

Job Duties and Responsibilities:

- **Strategic Hub Development:** Lead the growth and enhancement of alumni hubs in New York, D.C., Nashville, Chicago, Atlanta, Dallas, and Los Angeles by fostering meaningful partnerships with local Jewish and Christian communities. Develop and implement plans to ensure hubs are sustainable, impactful, and aligned with Passages' mission.
- **Community and Advocacy Engagement:** Cultivate strong, meaningful relationships with alumni, encouraging active participation in local hubs and the broader Passages network. Implement a system to identify, mentor, and empower top alumni leaders.
- **Event Planning and Networking:** Organize and oversee events designed to strengthen connections between local Christian and Jewish communities, align alumni with Passages' mission, and offer educational, volunteer, or faith-based development opportunities.
- **Data Management and Analytics:** Support the development and use of advanced data tracking tools. Collaborate with leadership to analyze alumni engagement, evaluate the performance of hubs, and provide data-driven insights to shape future alumni engagement strategies.

- **Team Leadership and Collaboration:** Lead cross-departmental initiatives to ensure a cohesive approach to alumni engagement strategies. Work collaboratively to integrate alumni programs with broader organizational efforts.
- **Vision and Direction:** Work alongside the Senior Director of the Alumni Division to co-develop and execute the strategic vision and long-term objectives for alumni engagement. Assist with managing budgets, timelines, and resources to ensure alignment with organizational goals.
- **System Efficiency and Innovation:** Enhance internal systems and processes to increase efficiency, scalability, and data integrity in managing alumni activities and engagement projects.
- **Other Duties:** Perform additional tasks and responsibilities as assigned to support the mission and strategic objectives of Passages.

Qualifications/Skills:

- **Background:** Preference will be given to Passages alumni.
- **Education:** Bachelor's degree required
- **Experience:**
 - Experience in alumni relations, community engagement, or a related role within the non-profit sector.
 - Demonstrated success in strategic planning, detailed administrative tasks, and project execution.
 - Budget management
- **Skills:**
 - A deep passion for relational advocacy and educating Christians about the importance of Jewish-Christian relations, combating antisemitism, and fostering mutual understanding.
 - A hands-on approach, including traveling to cities, engaging with communities and partners, and leading grassroots efforts to inspire and mobilize impactful solidarity within faith communities.
 - Strong interpersonal, verbal, written, and presentation skills.
 - Proficiency with data analytics and technology tools, including Mac OS, Microsoft Office Suite, Monday.com, and Slate CRM.
 - Proven ability to lead collaborative initiatives and manage teams effectively.
- **Other Requirements:**
 - Willingness to travel both domestically and internationally, including to Israel.

- A self-starter with a mission-driven mindset, high attention to detail, and strong follow-through skills.

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Passages reserves the right to change this job description and/or assign tasks for the employee to perform, as deemed appropriate.

Equal Opportunity

Passages provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, citizenship, or sex(including pregnancy, childbirth, and pregnancy-related conditions), age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances, except as effected by religious standards. ^{iv} Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. Passages expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above to the extent consistent with its Sexual Ethics Policy. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated. Passages will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon Passages' business operations. Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR manager. The company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of the HR manager.

Retaliation means adverse employment action taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

^{iv} *Passages does not discriminate against male or female applicants and employees. However, Passages does not employ candidates who do not comply with its Sexual Ethics Policy, pursuant to statutory exemptions found in 42 U.S.C. § 2000e-1(a) and 2, the Religious Freedom Restoration Act of 1993, Texas Labor Code Ann. § 21.109, and Constitutional protections for religious organizations.*

