



Job Posting

Position	Department	Reports to	FTE	FLSA Class
Director of Alumni Engagement	Advancement	Vice President of Advancement	1.0	Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964. Regular attendance is both expected and essential to the job.

Scope of Responsibilities: The Director of Alumni Engagement of Grace College and Grace Theological Seminary provides visionary leadership for a comprehensive alumni engagement program that connects graduates to the ongoing mission and community of Grace. This position is responsible for building and sustaining meaningful, lifelong relationships between Grace and its alumni through strategic programming, personal outreach, and cross-campus collaboration. The Director serves as a key partner within the Advancement department, working at the intersection of alumni engagement and philanthropic development to deepen alumni investment in Grace. Working closely with the Alumni Council, academic departments, and institutional leadership, the Director brings creativity, relational depth, and strategic thinking to the work of turning Grace graduates into lifelong advocates and partners.

Essential Responsibilities:

1. Lead Alumni Engagement Strategy. Own the vision, development, and execution of a comprehensive alumni engagement strategy that deepens lifelong connection to Grace College and Grace Theological Seminary. Establish clear metrics to measure engagement across events, communications, volunteering, and giving participation, regularly reporting progress to Advancement leadership and using data to drive continuous improvement and innovation.
2. Plan, coordinate, and evaluate a diverse calendar of alumni events that create meaningful touchpoints across generations and geographies, deepening alumni connection to Grace College and Grace Theological Seminary and to one another.
 - a. Host events to engage alumni, coordinating with other offices on campus to engage alumni in their particular areas of interest and expertise.
 - b. Plan and execute the annual Homecoming experience, including class reunions, affinity groups, and programming designed to engage all visiting alumni.
 - c. Oversee and manage the Golden Grad 50-year reunion, including coordinating activities for the class gift.
3. Serve as the connector between alumni engagement and the Annual Giving program. Collaborate with gift officers to identify, cultivate, and refer alumni prospects. Track alumni giving participation as a core engagement metric alongside event attendance and volunteer activity.
4. Collaborate with deans, department chairs, and faculty to identify alumni whose vocational expertise and industry experience align with departmental needs, establishing advisory councils that provide real-world perspective, strengthen curriculum relevance, and create pathways for student mentorship and vocational discernment. Leverage these relationships as a natural on-ramp for deeper alumni investment in Grace, including volunteer leadership, student mentoring, and philanthropic partnership.
5. Identify and cultivate relationships with significant alumni whose capacity, affinity, and engagement trajectory suggest potential for major philanthropic partnership with Grace College and Grace Theological Seminary.



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Seminary. Conduct regular personal outreach including visits, calls, and handwritten correspondence to move these relationships forward intentionally.

6. Plan, coordinate, and evaluate alumni communications across print, digital, and social channels, ensuring content is timely, mission-aligned, and strategically designed to deepen alumni connection, while collaborating with Marketing and Advancement to integrate giving opportunities and impact stories into regular outreach.
7. Clearly articulate the mission and vision of Grace College and Grace Theological Seminary.
8. Perform other duties as assigned

Secondary Responsibilities:

1. Develop and implement a student-to-alumni pipeline strategy, fostering a sense of alumni identity and alumni engagement culture among current undergraduate and graduate students before graduation.
2. Travel to alumni events to represent Grace College and Grace Theological Seminary.

Qualifications:

A. Minimum:

1. Bachelor's degree minimum.
2. Minimum 5+ years of professional experience in project or people management.
3. Ability to connect with Grace College and Grace Theological Seminary alumni from different eras and backgrounds.
4. Effectively articulates the mission and values of Grace College and Grace Theological Seminary.
5. Ability to plan, follow-through, and track progress through metrics.
6. Strong Christian faith, volunteer, church, and community engagement.

B. Preferred:

1. Degree from Grace College or Grace Theological Seminary preferred.
2. Experience with event planning, communication, and fundraising.
3. Ability to effectively write and speak publicly.
4. Ability to connect with faculty and staff from across campus to work collectively at engaging alumni in our Christ-centered community.

Status: Full Time; Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

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