

Development- 50th Reunion Coordinator

Brief Description:

Our Student Associate will be an essential member of the Development team and coordinate 50th reunion events and communications for Rhodes College. This position offers a hands-on opportunity to learn Development initiatives and assist with the department's efforts to engage alumni in the future of Rhodes College through their 50th reunion. The Student Associate will work closely with the Assistant Director of Development.

Responsibilities:

- **Develop and Manage a Three-Year Timeline** – We seek someone to assist with the continued development of a three-year timeline for classes that are approaching their 50th reunion event. Once this plan is in place, the Student Associate will be responsible for managing this project plan with assistance from the Assistant Director of Development.
- **Develop and Coordinate a Communications Plan** – A crucial part of expanding the 50th reunion program will be enhanced communications with alumni from these classes. The Student Associate will assist with creating a communications plan for each class with guidance from the Communications Department and Assistant Director of Development. The Student Associate will create a newsletter targeted towards the members of classes that are approaching their 50th reunion. This will require the Student Associate to have strong skills in writing, editing, and proof reading. The Student Associate will also create and distribute surveys for class members to obtain information about favorite professors, class memories, and photos to be used in future communication materials.
- **Assist with Event Planning and Programming** – In addition to assisting with the planning of reunion events including menu selection, venue, entertainment; the Student Associate will also be involved with the implementation of a 50th reunion planning meeting each spring. This meeting will be open to the members of the reunion committees for the three classes approaching their 50th reunion and will provide committee members with the opportunity to brainstorm and share ideas for the 50th reunion. The Student Associate will be encouraged to suggest additional ideas for programming and changes to events based on feedback from members of the class and committee members.
- **Review and Contribute to Reunion Materials** – The Student Associate will review the current committee materials and assist with the development of a master notebook including job descriptions for each member of the reunion planning committee. As classes complete their 50th reunion, the Student Associate will disseminate suggestions for improvement and best practices into these materials to improve the 50th reunion program.

Position Requirements

- Dependable
- Detail oriented
- Ability to follow through with assigned tasks
- Desire to learn development processes and 50th reunion initiatives
- Willing to ask questions and offer suggestions
- Ability to translate ideas and concepts into specific actions
- Proficient in Microsoft WORD and EXCEL