

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Engagement Manager,
Advancement and Alumni

Department: University Advancement

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Expectations for all Employees

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

Purpose:

The Engagement Manager for Advancement and Alumni position plays a critical role in supporting the operations of the University Office for Advancement and the OBU Alumni Association while fostering meaningful engagement with alumni. This position is responsible for office management, budget administration, and assistance in the coordination of alumni engagement initiatives. The manager will work closely with the Vice President for Advancement and the Executive Director of the OBU Alumni Association along with staff members, university leadership, and alumni to enhance the university's relationship with its graduates and stakeholders.

The ability to communicate effectively both orally and in written form will be essential to the success of the person in this position. The person holding this position must have a high standard of conduct, integrity, and appearance along with a positive and pleasant attitude. The ideal candidate will embrace the culture and values of OBU, contribute positively to a collaborative team environment, and demonstrate alignment with the vision and direction of the University.

Essential Functions:

- Oversee the daily operations of the University Office for Advancement and Alumni, ensuring efficiency and organization
- Serve as the office manager for Advancement and Alumni team including, but not limited to, answering phones, taking messages, greeting visitors, maintaining office supplies, and coordinating facility requests and repair needs
- Manage student workers, including scheduling, assigning tasks, and overseeing their daily work

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- Support Advancement and Alumni specific programs and maintaining calendars and database support work as needed for both Advancement and Alumni
- Administer and perform executive support functions to include preparing meeting agendas; arranging meetings requested by supervisors; coordinating coordination of set-up and preparation for meetings and events
- Willingness and ability to quickly develop proficiency in the Advancement/Alumni database and support the team with reports and related tasks; expected to deepen expertise and serve as a strong database resource for the team
- Process invoices, reimbursements, and financial transactions in accordance with university policies; work closely with Vice President for Advancement and Executive Director of the OBU Alumni Association to manage budget oversight
- Help coordinate event coordination, including set-ups, name tags, decorations, food service arrangements, and RSVP management for Advancement and Alumni
- Serve as the primary support for advancement and alumni events including The Weekend/Homecoming planning and event execution
- Actively contribute to the Advancement and Alumni Team's development initiative by representing the University at events in a professional and positive manner
- Perform other duties as assigned in support of the University's mission

Qualifications:

- Proficiency in Microsoft Office Suite and database management systems (e.g., Raiser's Edge) or the ability to quickly learn CRM and other software applications
- Experience in event planning, marketing, student supervision, and budget management is a plus
- Strong ability to multi-task and prioritize workload effectively
- Ability to use discretion and confidentiality in department and University matters
- Ability to relate well and communicate effectively to the university community and to alumni, friends, and donors
- Strong interpersonal skills with a positive and encouraging attitude
- Effective oral and written communication skills
- Must possess the ability to be mobile with stamina to traverse campus and other venues about hosting alumni and donors and preparing for unique events
- Effective organization and time-management skills
- Ability to take initiative, work independently, and meet requested deadlines

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- Strong attention to detail and follow-through
- Possess ambitious standards of conduct, integrity, appearance, and attitude
- Ability to work occasional evening and weekend hours for unique events as assigned

Required:

- Minimum of two-year associate's degree
- Minimum of two to three years of combined experience in office administration, budgeting, alumni relations, project management, or a related area
- Standard office equipment including computer, printer, and copier. Advanced competence in Microsoft Office applications.

Preferred:

- Bachelor's Degree preferred
- Demonstrated experience in successfully planning events and managing multiple projects at a time

Special Requirements:

- Must be a member of a local evangelical* Christian church.
*Evangelical is a broad term referring to a segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- Please apply using the link for "Support Staff Applications" on the OBU website at:
<https://www.okbu.edu/hr/jobs.html>

OBU Benefits Summary:

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee's base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. There is generous paid time off that includes annual granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by GuideStone. There are numerous other benefits and opportunities for OBU employees including a FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and parking privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at **HR@okbu.edu**.