



Alumni Relations Manager

The Alumni Relations Manager is a full-time, permanent position. This role will be an important member of the development/alumni team building and stewarding a portfolio of managed relationships.

The Alumni Relations Manager will know or learn awardees' history and the background of those family members carrying the family heritage forward. This position serves as the main point of contact and strategic lead for historic living alumni, family members that hold their legacy, and each year's new class of awardees and their [corporate] support team members.

This position will work through the full stewardship cycle that can include researching and initiating new connections, creating multiple touchpoints in relationship building, identifying and submitting to updating, reporting, and keeping the alumni engaged with the Automotive Hall of Fame.

Key programs providing stewardship touchpoints include the annual awards ceremony, including relationship building with the newest awardees; a current project updating and filling out eight hundred awardee website tribute pages in partnership with History Associates; the 5-year rotating Celebrated Alumni award anniversary program; the Annual Fund; Annual Report; RE-Imagination Initiative; the newsletter; and content delivered over AHF social media platforms.

We are seeking a strong, highly organized, detail-oriented, analytical thinker who is also an initiative-taker. Reporting to Director of Development & Alumni Relations.

The Alumni Relations Manager's responsibilities include:

Award Ceremony

- Steward and document the relationship with each class of new awardees to assure each experiences an "award experience" of a lifetime. This includes acting as the primary point of contact for specific awardees and working with AHF team to follow a communication plan and deliver key components for the Awards Ceremony and AHF archive and other programs.
- Run the Celebrated Alumni (past Awardees celebrating an anniversary) campaign, inviting those historic awardees/family members to the ceremony, featuring their stories throughout the year (w/marketing team), ceremony recognition and all follow up activities.

Portfolio Management:

- Assist the President and Director of Development track their portfolios. This includes:
 - Managing and/or participating in Alumni meetings, including 2-3 annual regional events, i.e., Florida, Atlanta, Chicago.
 - Meeting follow up support.
- Manage a dedicated portfolio of Alumni relationships on behalf of the Hall, which may include awardees and alumni listed above.
 - Call or email to check in with those in your portfolio.
 - Assure all board leads associated with an alum in your assigned portfolio is kept up to date on all activities.
 - Acquire relevant photos and/or archival assets related to Alumni in partnership with Archive and Collections team members.
 - Document alumni interactions in the Donor Perfect database.
 - Assure new addresses, assistants, and other biographical are entered or updated in Donor Perfect. Ensure the quality and veracity of collected data, researching changes as needed.
 - Keep alumni advised when they or their family member will be featured.
 - Play an active role in major gift solicitation process.
 - Participate in year-end annual fund solicitation and follow up calls.
- In addition, they will provide leadership for regional trip planning, meeting coordination/requests, on site or virtually, tours of AHF, invitations to special programs, and Awards Ceremony awardee and alumni invitations and coordination.

Communications:

- Attend marketing meetings and to feed ideas for Alumni posts, focusing each year on Celebrated Alumni and the newest awardees.
- Prepare alumni content for annual report.
- Development and/or review alumni proposals.
- Develop and maintain a stewardship tracker to be used by all alumni managers.
- Work with marketing to prepare annual Holiday/New Year's cards for all portfolio managers.
- Deliver weekly update reports to President's office, a quick summary at each weekly staff meeting, and a high-level monthly overview for board meetings.

Adhere to the highest levels of privacy management to protect Alumni personal data.

Support other team members as needed.



Preferred Training and Experience:

- A bachelor's degree and an interest in automotive history. An associate degree in a relevant field with several years' experience will be considered.
- 2+ years' relevant experience is desired.
- Knowledge of Microsoft Suite and experience using Donor Perfect or other donor database(s) preferred.
- Must demonstrate a professional demeanor whether speaking to others in person, over the phone, via email or through letters.
- Must be highly organized, pay close attention to detail, and have strong written and people skills.
- There is the expectation to have the ability to work flexible hours, including occasional nights and weekends, and be able to display command of the Automotive Hall of Fame's mission, work, and strategic plan in a brief time.

Term: Full-Time, salaried

Salary: \$40,000 - \$50,000

Benefits: Vacation with additional paid time off package and paid holidays observed by the Automotive Hall of Fame. Health benefits available.

Conditions: In person position, virtual flexibility available. Will require some travel and events on nights and weekends.

Automotive Hall of Fame is an Equal Opportunity Employer. Employment opportunities at Automotive Hall of Fame are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), national origin, age, veteran status, disability, genetic information, height, weight, marital status, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

Automotive Hall of Fame strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment or participates in an investigation of such report. Automotive Hall of Fame will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

About the Automotive Hall of Fame: The mission of the Automotive Hall of Fame is to honor and celebrate the accomplishments of individuals in the international motor vehicle industry through awards and educational programs **that challenge young and old alike to higher**



levels of personal achievement. It began in 1939 as the “Automobile Old Timers” association in New York, NY. Its mission was to perpetuate the memories of the early automotive pioneers. It moved to Washington, DC in 1960, and then Midland, MI in 1971 before moving to its current location in Dearborn, MI in 1997.

The Hall of Fame building is a 25,000 square foot museum with exhibits and information honoring its awardees. The exhibits illustrate major automotive contributions and innovations by people from around the world. Since its founding in 1939, AHF has honored eight hundred men and women.

The Hall of Fame also has a digital presence with a website, blog, emails, and social media that tell stories of the people behind the automotive industry and the vehicles, innovations, and technology that they have influenced. This includes stories, biographies, photo galleries, videos and more that are continuously updated to keep stories fresh and relevant for the visitors.