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**Manager Of Alumni Affairs Jobs in Dubai, United Arab Emirates Created: 20-Jan-2024 22:01:41**

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Dubai, United Arab Emirates**ESSENTIAL DUTIES & RESPONSIBILITIES:**• Responsible for  
developing and implementing the University's Alumni Officestrategy.• Determine the Alumni  
affairs team's strategic direction and provide leadership,motivation and support in order to  
maintain the quality of the team's output so thatthe University's and Department's objectives  
are achieved.• Manage volunteers to work with alumni groups including Alumni Council  
andInternationalChaptersby supporting the President of the Alumni Council inorganizing  
their meetings and directing them to achieve the council purpose andmission.• Oversee the  
database and online networking portal in conjunction with thesenior officer.• Responsible for  
developing the Alumni affairs budget and tailoring theAlumni Relations program to the  
available resources and monitoring expenseagainst that budget.• Oversee liaison between  
the Alumni affairs team members and others in theUniversity to ensure that there iseffective  
communication with colleagues onmatters relating to alumni events, University publications,  
web and emailcommunication.• Develop strong alumni relationship and other networks to  
support and developstrategies for alumni office activity.• Lead and manage the staff including  
the student trainee• Represent the university in major alumni office  
events.**QUALIFICATIONS & EXPERIENCE:**• Bachelor's degree in Business management, or  
related field with minimum experience of 7 years in which 2 years are in a managerial

position. • Experience in driving engagement within an alumni community is ideal; however, a background event management & student engagement is also considered. • Professional communication skills , both oral and written, combined with confident interpersonal skills & presence. • A flexible team orientated attitude along with willingness to travel Internationally. KNOWLEDGE & SKILLS: • Significant experience in an alumni affairs, public relations or similar role. • Experience of devising a strategic plan and leading a team & volunteers to implement it across the university. • Management experience, including leadership skills to inspire a team, support and develop individuals. • Budgetary management experience. • Experience of delivering high-quality events. • Knowledge and experience of the Higher Education sector is an advantage . Job Specification Original jobs : <https://ae.mustakbil.com/jobs/job/1335557> Chapter Original Christian leadership training Communication Effective Communication Skills Council Couriers Education Higher Effective Communication Emirates Chapter Original #J-18808-Ljbffr

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