

Position Description – Alumni Engagement Partner

Updated 16/07/2026

POSITION DETAILS	
Portfolio	Office of the Vice-Chancellor
Organisational Unit	Alumni and Advancement
Supervisor (Title)	Senior Alumni Relations Manager
Classification	Higher Education Officer Level 7
Employment Type	Continuing, full-time

POSITION SUMMARY
The Alumni Engagement Partner will work collaboratively across the University, playing a critical role in delivering meaningful alumni relations activities and programs, including working with the Advancement Team to appropriately recognise donors as part of these activities. The Alumni Engagement Partner will report to the Senior Alumni Relations Manager and be responsible for delivering alumni relations and engagement functions with a primary focus on graduate life-stages for University graduates. The Alumni Engagement Partner will deliver a measurable increase in alumni participation, both nationally and internationally. The incumbent will be responsible for the development and implementation of alumni relations engagement plans for one of three graduate life-stages and the provision of specialist College support for up to two Colleges. The plans will drive a measurable increase in alumni participation as a subset of the University's overall alumni relations plan and regular progress reports on milestones will be provided.

UNIVERSITY EXPECTATIONS AND VALUES
All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to: - demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; - contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; - promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; - perform their responsibilities in a manner which reflects and responds to continuous improvement; and - familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <i>Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.</i>

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KEY POSITION RESPONSIBILITIES

The Alumni Engagement Partner will be accountable for:

1. Identifying opportunities to integrate alumni in a meaningful way and mutually beneficial way with the University.
2. Developing mechanisms centrally to identify and recognise notable and supportive alumni, facilitating opportunities for further engagement including recruitment and marketing initiatives, advocacy, volunteering and giving.
3. Facilitating opportunities for alumni to access online content and participate in opportunities based on their professional interests as part of a culture of life-long learning. Coordinate these activities with colleagues working in related areas.
4. Developing, managing and maintaining accurate and up to date records of alumni with particular focus on building business details for graduates and ensuring engagement is recorded.
5. Delivering alumni communications (email, print and digital) that are relevant, engaging and seek to inform and involve alumni in the life of the University.
6. Measuring and reporting on growth in alumni participation and alumni communications engagement on a regular basis, including identifying opportunities for continuous improvement.
7. Working with the corresponding Advancement Managers to facilitate relationship building between University scholarship holders, researchers and benefactors.
8. Achieving agreed KPIs which will be updated annually.
9. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of degree in communications, media studies, marketing or a related discipline with subsequent relevant experience; or an equivalent combination of experience and / or education and / or training.
- Demonstrated experience in alumni and key stakeholder relations.
- Demonstrated experience on advising and/or leading the delivery of evidence-based approaches that will build alumni engagement.
- Knowledge and/or an understanding of how the principles of alumni relations and how they can contribute to the University's philanthropic strategies and goals.
- Strong verbal and written communication skills, including the ability to write and edit for many mediums, including correspondence, newsletters, web profile and social media.
- Capability to manage and analyse data and report on related outcomes.
- Strong ability to develop and sustain networks of contacts and to build relationships with key stakeholders.
- Ability to work as part of a team to meet organisational objectives.
- Ability to prioritise, multi-task and achieve milestones on deadline in a goal-oriented environment.
- Excellent organisational skills and attention to detail.
- Ability to use client relationship management software, preferably Raiser's Edge.

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