



WILLIAM & MARY

CHARTERED 1693

University Advancement

Assistant Director, Alumni Inclusive Excellence

Mission Statement

University Advancement creates the conditions for opportunity – human, financial & experiential – by garnering and stewarding the resources that advance William & Mary.

Position Summary

The Assistant Director, Alumni Inclusive Excellence plays a vital role in the daily operations of the Office of Alumni Inclusive Excellence and is an integral member of the Alumni Engagement team within the Office of University Advancement at William & Mary.

Reporting to and collaborating closely with the Director of Alumni Admission Insights & Engagement and Inclusive Excellence, the Assistant Director will support and contribute to the development and implementation of alumni engagement strategies and initiatives. This role works in partnership with the Director to ensure programs and activities foster a strong sense of community and deepen alumni relationships with William & Mary, while promoting a culture of philanthropy, volunteer leadership, and meaningful student-alumni connections.

The Assistant Director is responsible for identifying, recruiting, training, stewarding, and recognizing alumni volunteer leaders. They will work with internal departments to create inclusive opportunities for alumni, current students, and student organizations to engage meaningfully. In addition, the Assistant Director will design and implement a robust slate of programs and initiatives—both virtual and in-person—on campus and in regional markets, tailored to the interests of assigned communities. All efforts will reflect the university's commitment to inclusive excellence.

The Assistant Director will help foster a culture of belonging that provides opportunity for all people and perspectives. This is a hybrid position based in Williamsburg, VA, that offers a flexible work environment.

Review the full position description with on the University Advancement website.
<https://advancement.wm.edu/come-work-with-us/open-positions/index.php>

Required Qualifications

- Bachelor's degree or the equivalent combination of education, training and/or experience.
- Experience creating and supporting events (1+ years).
- Ability to lead programs that support and manage high-level alumni volunteer leaders.
- Strong organizational and project management skills with the ability to track multiple tasks concurrently and meet goals and aggressive timelines.
- Proven coalition-building experience inclusive of various populations.
- Strong communication skills to work effectively with colleagues and alumni to build trust, gain their respect and collaborate to benefit university and alumni communities.
- Proficiency with Microsoft Office Suite and database management.
- The ability to engage alumni individually as well as in a group setting, including public speaking.
- The ability to create and implement a data driven strategy that grows the engagement, leadership and philanthropy of alumni.

Preferred Qualifications

- Experience in higher education or other nonprofit setting (typically 2+ years).
- Experience working with or leading volunteer advisory groups (typically 1+ years).
- Experience in budget management.
- Strong analytical skills with the ability to analyze data and produce reports to create and track metrics to evaluate program effectiveness.
- Knowledge of the history of William & Mary.

Conditions of Employment

- This position is expected to work additional hours beyond the typical work week to include evenings and weekends.
- Must have the flexibility and ability to travel as required.

Position Duties

Volunteer Engagement – 35%

- Collaborate with alumni and volunteer leaders to foster community within identity-based groups and strengthen their connection to William & Mary.
- Support and manage advisory boards for designated alumni communities, ensuring effective governance and engagement.
- Oversee volunteer lifecycle, including identification, recruitment, training, stewardship, and recognition of leaders.
- Prepare and manage board meeting agendas, attend meetings, and accurately record minutes.
- Partner with alumni community leadership to assess needs and interests, providing tailored support and resources.

- Maintain accurate records of advisory groups to ensure continuity and inform future engagement strategies.
- Build relationships with campus partners to develop a diverse, representative volunteer pipeline that sustains alumni involvement post-graduation.

Engagement Programming – 35%

- Design and deliver experiences that engage, educate, and cultivate alumni and friends, deepening their connection to W&M.
- Collaborate with volunteer leaders to plan and implement a robust portfolio of programs—on-campus, regional, virtual—aligned with community interests.
- Develop and manage event production timelines, overseeing all phases to achieve program goals, including budget management and coordination with venues, caterers, and campus partners.
- Partner with Advancement Strategic Events and other departments to execute programs; provide on-site leadership for assigned events, including staffing and logistics.
- Support office-wide signature events such as Homecoming, Traditions Weekend, Charter Day, and other team initiatives through staffing and coordination.

Strategy & Management – 30%

- Develop and implement strategies to grow alumni engagement and leadership, fostering a culture of philanthropy defined by time, treasure, talent, trust, and ties.
- Manage program budgets, tracking revenue and expenses to ensure fiscal responsibility.
- Provide administrative support for programming, including scheduling, calendaring, and related tasks.
- Utilize event and CRM software (e.g., Social Tables, WREN) to manage events and maintain accurate data.
- Track and analyze engagement metrics, producing regular reports and summaries to evaluate program effectiveness and inform future strategy.

Equal Opportunity Statement

EEO is the Law. Applicants can learn more about William & Mary's status as an equal opportunity employer by viewing the "Know Your Rights" poster published by the U.S. Equal Employment Opportunity Commission. <https://www.eeoc.gov/know-your-rights-workplace-discrimination-illegal>

Background Check Statement

William & Mary is committed to providing a safe campus community. W&M conducts background investigations for applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial (credit) report or driving history check.

Benefits Summary Statement

William & Mary offers our employees a full array of benefits including retirement, health insurance with options for expanded dental and vision along with group and optional life insurance with coverage for spouse and children, flexible spending accounts, and an EAP (Employee Assistance Program). Our employees enjoy additional university benefits such as educational assistance, professional development, wellness benefits, and a robust holiday schedule. All employees have access to fitness facilities on campus. Staff members also have access to the university libraries, and much more. To learn more, go to:

<https://www.wm.edu/offices/uhr/benefits/index.php?type=none>

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OFFICE OF UNIVERSITY ADVANCEMENT

In addition to salary, William & Mary provides wonderful benefits and perks that add to an employee's total compensation package. Below is a comprehensive overview of benefits for the **Assistant Director of Alumni Inclusive Excellence** position, with the salary of **up to \$50,000 commensurate with experience**. This position is classified as professional which defines the benefits package.

HEALTH & LIFE

Our **health plan options** are designed to support a healthy lifestyle for you and your family. You may enroll in a statewide health plan, regional plan, or, if living or working in the Hampton Roads area only, a health maintenance organization (HMO). Full-time employees pay the employee portion of the total monthly premium, and the state pays the remainder of the cost, anywhere from \$584 to \$1,802 per month depending on the employee's plan; premiums are deducted from paychecks before taxes are paid.

Group life insurance policy is also provided for you. The amount is equal to your annual salary rounded to the next highest thousand (when applicable), and then doubled. This is a double indemnity policy that would pay twice the value of the insurance in the event of an accidental death.

Employees are covered by one of two disability plans: University Sick & Disability Plan (university plan) or Virginia Sickness and Disability Program (VSDP).

University Sick & Disability Plan provides 100% pay for 120 calendar days for you if you experience an illness, surgery or accidental injury that requires you to be absent from work more than seven calendar days. Each July, 30 days of short-term disability are restored. A long-term disability plan is available for an additional cost.

The Virginia Sickness and Disability Program (VSDP) provides 60% pay up to six months for you if you experience an illness, surgery or accidental injury that requires you to be absent from work more than seven calendar days. This percentage increases after five years of service. A **long-term disability** plan is also available at no cost to you. This provides you with 60% preinjury salary.

TIME OFF

In addition to 12 paid holidays per year, William & Mary offers several leave programs. You will accrue 24 days per year of **annual leave**, which can be used for personal time, vacation, and sickness.

Employees also accrue 4 - 8 days of **sick leave** to be used if you are sick or injured, or for medical appointments.

A benefit unique to William & Mary eligible employees is an additional 16 hours of paid leave per year for **community service leave**, so you can get out there and be a part of the broader community.

RETIREMENT

All salaried and benefits-eligible employees can choose to participate in the state retirement plan (VRS) or the Optional Retirement Plan (ORP). VRS contains both a pension benefit with 100% vesting after 5 years of employment and a defined contribution component with William & Mary contributing up to 3.5%. With ORP, vesting is immediate and is solely a defined contribution plan in which William and Mary is contributing 8.5% of your salary.

Take advantage of any or all our optional 403(b) and 457 savings programs offering pre-tax savings or Roth after-tax deferrals. Contribute up to the IRS-determined limit annually in each account and receive a 50% match from William & Mary for up to \$20 per pay period.

ADDITIONAL PERKS

EMPLOYEE EDUCATIONAL ASSISTANCE

Under the [Educational Assistance Policy](#), faculty and staff who are eligible for retirement participation may be eligible to enroll in certain academic credit courses at William & Mary and have the current tuition paid or waived for up to 6 credit hours each semester and during summer session (all summer sessions combined). Some restrictions do apply. In certain cases, an employee may be approved to enroll in an academic course at an institution other than William & Mary and have the current tuition reimbursed. If you have questions after reading the policy, please contact the Tax Compliance Office at Tax@wm.edu.

AFLAC

Employees can choose from different optional policies for coverage such as cancer insurance, intensive care insurance, disability insurance, etc. These are optional plans. More information about AFLAC can be found on the [AFLAC](#) website, or you may contact Brad Klavan at Bradford_Klavan@us.aflac.com, or 757-652-0912.

DISCOUNTS

W&M ID Card Local Discounts: Employees can use their ID card at participating local vendors in the Williamsburg area to receive discounts on meals, lodging and purchases.

Colonial Williamsburg Collegiate Pass: W&M employees are eligible for a discounted Colonial Williamsburg Collegiate Pass, which includes the use of Colonial Williamsburg's bus system and admission into any of the exhibits in the restored area. Present your W&M ID at the Colonial Williamsburg Visitor's Center or ticket offices to get your discounted pass.

Statewide Discounts: [DHRM List](#) information is online.

OTHER GREAT PERKS

CommonHealth: [CommonHealth](#) of Virginia offers programs available to all full-time William & Mary employees and dependents.

Legal Resources: [Legal Resources](#) is a program that allows employees to pay \$16.50 per month for legal services. Visit the website to learn more.