



Modul University Vienna is looking for an Alumni and Corporate Relations Manager.

Alumni and Corporate Relations Manager

Full-time (40h/w)

Duties and Responsibilities:

- Proactively meet and cultivate relationships with alumni
- Develop a social media and communications strategy to target the alumni audience
- Ensure comprehensive, accurate and complete alumni database records
- Research and identify 'emerging' alumni contacts
- Work collaboratively with all University offices to deliver a MU alumni strategy to build relationships and develop alumni communities
- Identify and secure sponsorship for Alumni Events and other alumni activity
- Work on the implementation of best practice for Alumni Relations
- Provide statistical reports on alumni engagement via data analysis
- Maintain an up-to-date alumni database and prepare and draft Alumni Profiles
- Help identify potential alumni partners for internships for follow up with Internship Manager
- Design and implement Alumni from Day One student engagement programs
- Establish and maintain strong international Alumni Groups, providing relationship management for network of 1000+ graduates

Your profile:

- University degree or equivalent
- Excellent verbal and written communication skills in English and German
- 2+ years' experience of working in an Alumni Relations/Development team or equivalent of recruitment or fundraising activities
- Experience in project and event management
- Knowledge of how alumni relations activity contributes to a wider university strategy
- Excellent customer service and presentation skills
- Must be a self-starter and possess strong problem-solving skills
- Experience working with international students or experience living or working abroad
- Ability to work independently in an international team
- Able to focus on details and manage time wisely

AUSTRIA'S LEADING
INTERNATIONAL
PRIVATE
UNIVERSITY

Modul University Vienna is an international private university owned by the Vienna Chamber of Commerce, the largest provider of private education in Austria.

Modul University Vienna offers cutting edge education (BBA, BSc, MSc, and PhD study programs) in the areas of international management, new media technology, public governance, sustainable development, and tourism and hospitality management. This year we are hosting students from 101 nationalities.

We Offer



Flexible working hours



International team



Training opportunities



Independent working environment



We offer:

- A fantastic working environment in an international team.
- Flexible working hours and benefits such as an in-house canteen
- Room for personal and professional development

Compensation:

We offer a gross monthly salary of € 2,200 full-time basis. Please send your application including letter of motivation and CV to Elisabeth Sekulin-Kosmath at elisabeth.sekulin@modul.ac.at.

MODUL University Vienna is an equal opportunity employer with a strong commitment to equality and diversity that does not discriminate based on disability, gender or gender expression, sexual orientation, age, social class, national origin, religion, ethnicity, race or color. We especially encourage qualified women and members of minority groups to apply and welcome all applications that can contribute to a diverse working culture.

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