



Position Description – Alumni Engagement Coordinator

Position Details

Position Title: Alumni Engagement Coordinator

College/Portfolio: Engagement **School/Group** Advancement

Campus Location: Primarily based at City campus, and the potential to work across other RMIT campuses as required.

Classification: HEW7 **Time Fraction:** 1.0

Employment Type: Continuing

Reporting Line: Senior Manager, Alumni Engagement

No. of Direct reports: 0

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

College/Portfolio/Group

The Engagement Portfolio provides integrated, strategic leadership across the University to advance RMIT's reputation, reach, and revenue, encompassing a range of functions, including domestic and international student recruitment; global marketing; market intelligence and proposition, strategic communications; Advancement (alumni engagement, philanthropy, donor stewardship and donor relations, and Advancement Services); and industry engagement and partnerships.

Through innovation, collaboration, and strategic partnerships, the Engagement Portfolio plays a critical role in diversifying revenue streams and expanding RMIT's presence in alignment with its long-term strategic objectives.

Advancement develops and leads the engagement of the University's largest community, alumni (c. 600,000), leads fundraising in support of institutional priorities and stewards donors and alumni to generate measurable impact.

Position Summary

The Alumni Engagement Coordinator is responsible for building, maintaining and strengthening relationships with the RMIT alumni community through a range of programs.

Reporting to the Senior Manager, Alumni Engagement, the Alumni Engagement Coordinator develops and executes an integrated program of activities that includes alumni engagement events, volunteer opportunities and tailored alumni communications.

This is a hands-on role that is responsible for the delivery of activities, as well as contributing to the planning of future programming designed to encourage deep and sustained relationships with RMIT alumni. As RMIT has the largest Australian university alumni community, the Alumni Engagement Coordinator will be required to leverage a range of CRM tools and software programs, including AI, to maximise the programming that can be made available.

The position works closely with colleagues across the Alumni Engagement team to ensure coordinated, data-informed approaches to engagement with effective follow up and uses insight and sector best practice to drive continuous improvement in program performance. While the role has no direct reports, it provides expertise and coordination and manages relationships with a range of internal stakeholders to ensure the effective delivery of the alumni engagement program.

Key Accountabilities

- Plan, coordinate and deliver alumni-specific events, such as networking functions, professional development activities, webinars and milestone celebrations. Manage all appropriate elements of the event programs, coordinating where appropriate with other teams in Advancement, the University Events team and College Engagement teams. Engage relevant members of the fundraising team to ensure connections to giving within alumni programs and activities.
- Seek opportunities to leverage other existing University events and activities for an alumni audience, developing tailored communications and invitations, and where appropriate creating bespoke opportunities for selected cohorts to dovetail in with existing programs.
- Work with the Advancement Services team to identify, track and, where appropriate manage, alumni volunteer opportunities, including Mentoring program participants, guest speakers, potential committee or advisory board members etc.
- Build strong relationships with the Work Integrated Learning (WIL) teams and ensure effective two-way communication exists to track alumni involved in WIL programs.
- Work with the graduate recruitment and employability teams and the Global Student Recruitment team to leverage opportunities for lifelong learning for alumni communities.
- Identify engaging content for alumni audiences, as well as potential alumni for profiling, liaising with appropriate members of the Marketing, Communications and Donor Stewardship teams as required for the execution of the communications.
- Work with Advancement Services to maintain accurate alumni records within the CRM (Raiser's Edge). Ensure alumni contact details, employment information and engagement activities are accurately captured after alumni programs and activities. Build positive and effective relationships with colleagues in colleges and schools to build trust and enable sharing of alumni information and data.
- Build and maintain good working relationships with members of the Alumni Engagement team and provide support to the Alumni Specialists and Senior Alumni Relations Coordinator in the team as and when appropriate.
- Provide support to the Senior Manager, Alumni Engagement with preparing reports, briefings and engagement summaries for Advancement leadership. Work with Advancement Services and the Marketing team to collate engagement metrics to enable Advancement to track key performance indicators and contribute to the strategic reporting for alumni engagement.
- Provide support for international chapter led events including operational guidance, briefing marketing collateral, budget tracking and attendance reporting,
- Support the Alumni Engagement Assistant with oversight for the admin delivery of the RMIT Alumni Business Directory
- Identify opportunities for continuous improvement in alumni engagement practices and process.

Key Selection Criteria

1. Demonstrated experience in stakeholder engagement, relationship management, communications, or advancement.
2. Experience in delivering a range of events, both high-end bespoke events for senior stakeholders and broader mass engagement events.
3. Excellent organisational and project coordination abilities. Capable of working independently when required, with an ability to manage deadlines.
4. Ability to work collaboratively across teams and with diverse stakeholder groups.
5. Strong written and verbal communication skills.
6. Proven ability to build and maintain productive working relationships with a wide range of internal and external stakeholders, including senior staff, Advancement colleagues, and alumni.
7. Strong interpersonal skills and a customer-service focus.
8. Experience working with CRM, event management and communication systems.
9. Experience of and/or willingness to explore new tools and innovations, including AI, to drive increased reach and effectiveness.
10. Event management and digital communication experience desirable.
11. Understanding of alumni relations, advancement, fundraising, or higher education environments desirable.

Qualifications

Relevant tertiary qualification and/or extensive relevant experience.

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working with Children Check is a condition of employment at RMIT.