



Position Description – Alumni Specialist

Position Details

Position Title:	Alumni Specialist (3 roles supporting COVE, DSC, and STEM)		
College/Portfolio:	Engagement	School/Group:	Advancement
Campus Location:	Based at the Melbourne City Campus but may be required to work and/or be based at other campuses of the University.		
Classification:	HEW 8	Time Fraction:	1.0

Reporting Line

Reports to: Associate Director Alumni Engagement

Direct reports: Nil

Employment Type: Continuing

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. 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 three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

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

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

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.



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

Advancement has four College aligned Alumni Specialists. The Alumni Specialists will be responsible for leading and implementing alumni engagement strategy and developing and activating a program of experiences that enhance and grow the alumni community of the College with which they are aligned. The

Alumni Specialists will work at College level and closely with Schools and Departments and is responsible for aligning Advancement's alumni engagement strategy with College engagement aspirations. The role will build and nurture mutually beneficial relationships that deliver valuable outcomes for the alumni community and the relevant College.

The Alumni Specialists will prospect and foster relationships with alumni based in Australia and in international markets of strategic importance to the College. The Alumni Specialists will be responsible for identifying strategic opportunities for alumni to engage with students, staff, academics and industry partners, as well as providing access for alumni to benefit fully from their connection to the University and the College.

The role will work closely with the relevant College Engagement team, the wider Advancement team and other internal stakeholders to curate activities, events and communications that strengthen alumni connection and belonging to the College. For international alumni engagement, the College aligned Alumni Specialists will work closely with both the Alumni Specialist for SEA and the relevant engagement and partnership teams at RMIT Vietnam and RMIT Europe. The role will manage and be responsible for prospecting new alumni contacts and managing key alumni relationships including prominent alumni and strategic relationships.

Key Accountabilities

- Working with the Associate Director, Alumni Engagement, develop a College alumni strategy that aligns with RMIT's alumni engagement strategy.
- Drive strategic alumni initiatives and communications relevant to the College.
- Build and maintain positive working relationships with College leadership and academic leads in the College's Schools, to identify priorities together, to align alumni engagement activities with University objectives, and to foster and embed a culture of alumni engagement within the College.
- Identify, capture and coordinate alumni engagement activities occurring across the College, including informal or locally led initiatives, maximising opportunities for alumni participation, and ensuring all activity is centrally tracked, to enable institution-level visibility of alumni engagement outcomes
- Identify alumni prospects and convert passive alumni into active contributors providing a range of engagement such as guest lectures, industry advisory, supporting co-design of new programs and offering student internships for the College and University.
- Manage key alumni relationships, including with prominent alumni, to foster a connected alumni community.
- Liaise with existing alumni connections to encourage their continued, active involvement with the College and RMIT.
- Develop communications and customised engagement offerings based on alumni segmentation and preference.
- Assist and participate in strategic initiatives and projects arising from RMIT's alumni strategy.
- Maintain and update alumni records in the CRM to ensure data integrity is upheld.
- Record, track and report against KPIs and other measures of success.

Key Selection Criteria

1. Demonstrated relationship management skills with a strong record of identifying, nurturing, and growing key relationships to achieve mutual benefit.
2. Outstanding interpersonal, communication and presentation skills.
3. Proven ability to work autonomously, and to work collaboratively with team members and stakeholders to support key objectives.
4. Demonstrated ability to coordinate, shape, design and deliver innovative engagement solutions that are aligned to strategic objectives and enhance the alumni experience.

5. Evidence of contributing to strategic planning and successfully delivering against prescribed KPI's.
6. Highly organised with the ability to manage competing priorities.
7. Demonstrated experience managing a portfolio of clients using CRM systems.
8. Demonstrated high-level digital and computer skills with the ability to embrace new media, communication channels, and digital technology to improve user experience and outcomes.
9. Outstanding customer service record with the ability to develop and implement effective customer service procedures and effective systems and processes across functions.

Qualifications

A degree or postgraduate qualification in a relevant discipline and significant relevant professional experience in an engagement and relationship management role, with a focus on establishing and growing partnerships and delivering successful engagement outcomes.

Note: Appointment to this position is subject to passing a 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.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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