



**Director of Community,
Alumni Relations and
Development**



OPPORTUNITY

Where change
gets real.



Grade: 0673-24

Salary: Competitive

Contract Type: Permanent

Basis: Full Time

Job description

Job Purpose:

The Director of Community, Alumni Relations and Development (CARD) will drive outstanding engagement with Aston's alumni, community partners, donors and potential supporters, creating value and mutual benefit for the University and our stakeholders. You will provide strategic leadership to the CARD team and work across the wider University to ensure ambitious Aston 2030 strategic targets are achieved.

Main duties and responsibilities:

- Set the direction and provide leadership to the CARD team to ensure delivery of annual and 2030 targets.
- Represent engagement and fundraising across the University to identify opportunities to add mutual value to alumni and community stakeholders.

Team

- Leading, motivating, supporting and challenging the CARD team, ensuring they work with a strategic focus, provide an outstanding experience to stakeholders, are proactive collaborators and are a happy and engaged team.
- Line management of the Director of Development, Head of Alumni Relations and Development Services Manager.
- Management of budget, planning and allocating team resources.
- Take management responsibility at senior level for sector-wide issues e.g. industry developments, policy and legal changes.
- Ensure corporate obligations are met relating to health and safety, staff communications, development, wellbeing and data protection.

Leadership

- Work closely with the Vice-Chancellor, Chief Commercial Officer (CCO), College leaders and other senior staff to maximise alumni, community and philanthropic value to Aston.
- Seek guidance from and consult with the VC on strategic partnerships and relationships aligned with University strategic objectives
- Work closely with the Head of Government Relations and Policy in VC Office
- Build productive collaborative relationships with key peers in the CCO's portfolio – Executive Director International, Director of Marketing and Communications, Director of Business Development – to create aligned ways of working and shared plans.
- Proactively seek opportunities for our stakeholders to engage with the university strategically, and champion the interests of alumni, community and donors across the university.
- Act as a senior representative of the University externally.
- Contribute to key University committees and initiatives, leading and chairing as appropriate.
- Be seen as a voice of authority on community, alumni relations and development matters within the sector, engaging in conferences and networks, ensuring Aston is well-connected and tapped into sector intelligence and insights.

Community

- Drive an impactful programme of key community partnerships and community engagement in line with the Aston 2030 strategy.
- Co-own the Civic University agreement, to be re-launched in 2025.
- Personally manage a small number of senior relationships within the city and region, as agreed with the Vice-Chancellor and CCO.

Alumni Relations

- Working with the Head of Alumni Relations, drive a high-quality innovative and exciting programme of activity which adds value to work and life for all Aston graduates. This includes the Aston for Life platform and Alumni Club, communications and events.
- Ensuring priorities for alumni relations are well understood across the University and that strategic priorities are fed back in. This includes support for student recruitment, rankings and reputation, and graduate employability.
- Lead the strategic development and operational management of the Aston Alumni Club, ensuring meaningful engagement and long-term value for alumni and the University

Development

- Working with the Director of Development, oversee a focused and effective fundraising operation which generates philanthropic gifts for the university from alumni, trusts and foundations, corporate partners and other potential supporters.
- Coordinate the Strategic Fundraising Board, which is chaired by the CCO and includes the relevant Pro-Vice-Chancellors and Chief Officers. The Board works to identify and prioritise fundraising projects to create a sustainable philanthropic pipeline.
- Management of a small pool of top philanthropic prospects and senior commercial relationships.
- Work with senior colleagues across the university to develop opportunities for alumni and their networks to generate commercial revenue e.g. degree apprenticeships, KTPs, investment in spinouts, executive education.
- Support the expansion and impact of the Aston Business Hub, fostering collaboration, innovation and external partnerships to drive growth.

Person specification

	Essential	Desirable	Method of assessment
Education and qualifications	A degree or equivalent professional qualification.	Advanced degree (e.g., Master's, PhD) in a relevant field is desirable	Application form
Experience	<p>Significant experience in a senior leadership role within alumni relations, community engagement, fundraising or similar field.</p> <p>Proven track record of strategic planning and achieving ambitious targets, particularly in alignment with institutional strategies like Aston 2030.</p> <p>Experience of managing and motivating teams, fostering a positive and collaborative work environment.</p> <p>Experience of budget management and resource allocation.</p> <p>Experience of a higher education environment, preferably from working within a university setting.</p>	Demonstrated success in fundraising and development activities, including managing high-value philanthropic relationships.	Application form and interview
Professional knowledge	<p>Strong leadership and team management skills, with the ability to inspire and challenge a diverse team.</p> <p>Excellent strategic thinking and planning abilities, with a focus on long-term goals and stakeholder engagement.</p> <p>Outstanding communication and interpersonal skills, capable of representing Aston University at the highest levels.</p> <p>Ability to build and maintain effective relationships with a wide range of stakeholders, including alumni,</p>		Interview

community partners, and potential supporters.

Strong negotiation and influencing skills to advocate for the interests of the university and its stakeholders.

High level of organisational and project management skills ensuring efficient and effective delivery of initiatives.

Ability to work collaboratively across different departments and with senior leadership to achieve shared goals.

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours					
	Innovation	Collaboration	Ambition	Inclusion	Integrity
	We strive for excellence within ourselves and others, providing solutions to new and existing challenges.	We work best when we are collaborative, working together to contribute to the Aston community.	We strive together for improvement and innovation looking ahead to see the bigger picture.	We treat everyone in our community equally and how they would like to be treated.	We are open, honest and fair. We take ownership of the way we work and how we treat each other.

How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form, then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Gurpreet Jagpal

Job Title: Chief Commercial Officer

Email: g.jagpal10@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy.

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: [Benefits and Rewards | Aston University](#)

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they are applying for is listed an exception under the act.

Eligibility to work in the UK:

Eligibility to work in the UK

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020.

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website: <https://www.gov.uk/browse/visas-immigration/work-visas>.

Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are

Skilled Worker Visa: <https://www.gov.uk/skilled-worker-visa> and Global Talent Visa. If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa: <https://www.gov.uk/global-talent>

Academic Technology Approval Scheme (ATAS):

If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

Before you start and Right to Work**90-day entry vignette**

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

Equal Opportunities

Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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