

## DIRECTOR OF ALUMNI AFFAIRS

The Fort Schuyler Maritime Alumni Association seeks a highly motivated individual to be their Director of Alumni Affairs. Responsibilities include financial management, charity event coordination, advertising, strategic planning, membership coordination and upkeep of membership database. The candidate must be presentable to Board members, corporate VIP's, chapter presidents, and membership. Report to and attend FSMAA monthly board meetings.

Database management and marketing experience is required. Preferred candidates will have non-profit organization experience and be able to bring new fundraising ideas to the Board.

Bachelor's degree preferred with at least five (5) years experience in financial management and event coordinating in a not-for profit environment.

FSMMA offices are located in Parlin, NJ. In office work required one day per week, work from home optional four days per week.

Salary up to 50k based on experience.

Please send cover letter, references and resume to;  
Prof. Charles J. Munsch  
directorsearch@FSMAA.org<mailto:[directorsearch@FSMAA.org](mailto:directorsearch@FSMAA.org)>  
246 Broadway  
Norwood NJ 07648-1303

Electronic communications preferred.  
Full Job description available upon request.