

FASPE

Fellowships at
Auschwitz
for the Study of
Professional Ethics

Alumni Engagement Coordinator (F/T)

About FASPE:

FASPE (Fellowships at Auschwitz for the Study of Professional Ethics) challenges our professionals to recognize and exercise their ethical and leadership responsibilities as influencers. FASPE's distinctive approach is to examine the roles and behavior of individual professionals in Germany and elsewhere between 1933 and 1945 as an initial framework for approaching ethical responsibility in the professions today.

Each year, FASPE awards 80 to 90 Fellowships to graduate students and early-career professionals in Business, the Clergy, Design & Technology, Journalism, Law, and Medicine. The Fellowships begin with intense study in Germany and Poland where FASPE takes advantage of the urgency created by the power of place to translate the history into the present. Beyond its signature Fellowship program, FASPE utilizes its distinct methodology in presentations of ethics training workshops for practicing professionals in organizations across business sectors, in public writings and lectures, and in a condensed European study trip for practicing professionals.

Position Summary

FASPE seeks an Alumni Engagement Coordinator to build and sustain meaningful, lasting connections within its growing alumni network. This role combines hands-on event planning and logistics with longer-term strategic thinking about how FASPE engages, retains, and mobilizes its alumni across disciplines, geographies, and fellowship years. The ideal candidate is equally comfortable managing the granular details of a multi-day conference and stepping back to design a multi-year engagement strategy. This role reports to the Chief Program Officer.

Key Responsibilities

Alumni Event Planning & Logistics

- Plan, coordinate, and execute alumni events, including the annual Alumni Reunion Conference, regional gatherings, discipline-specific convenings, and virtual programming
- Manage all logistical aspects of events: venue selection and contracts, travel and accommodations, catering, AV/production, registration, budgeting, and on-site staffing
- Develop event programming and agendas in collaboration with the Chief Program Officer, Principal Scholar, and other program staff

- Serve as the primary point of contact for alumni speakers, panelists, and honorees participating in events
- Manage event budgets, payments, and vendor relationships, ensuring cost-effective execution without compromising quality
- Oversee post-event follow-up, including thank-yous, surveys, and debriefs to capture lessons learned

Engagement Strategy

- With the Chief Program Officer, develop and implement a comprehensive alumni engagement strategy that deepens involvement across all six professional disciplines and program eras
- Maintain current and accurate information on alumni and oversee use and leveraging of the Alumni database
- Segment and analyze the alumni network to identify engagement opportunities, gaps, and high-potential alumni leaders
- Execute programming and touchpoints (newsletters, regional meetups, mentorship opportunities, volunteer and speaking opportunities) that keep alumni connected to FASPE's mission year-round, not just at flagship events
- Partner with development/fundraising staff to align alumni engagement with philanthropic strategy, identifying and cultivating alumni as donors, advocates, and ambassadors
- Track and report on engagement metrics (attendance, participation, growth of alumni involvement) to inform strategy and demonstrate impact to leadership
- Identify and cultivate alumni volunteer leaders (e.g., regional ambassadors, Alumni Steering and ad-hoc Committee members, event speakers, etc.)

Communications & Database Management

- Maintain accurate alumni records and engagement history in FASPE's CRM/database
- Working with the Chief Program Officer and Communications Manager, draft and distribute alumni communications, including newsletters, event invitations, and updates on FASPE programming
- Collaborate with communications staff to feature alumni stories and accomplishments across FASPE's channels

Qualifications

- 3-5 years of professional experience in alumni relations, development, community engagement, or event management, ideally within a college, university, or other alumni relations setting
- Demonstrated experience planning and executing events of varying scale, from intimate gatherings to multi-day conferences
- Proven ability to think strategically about relationship-building and engagement over time, not just execute individual events
- Excellent project management skills with strong attention to detail and the ability to manage multiple concurrent priorities and deadlines
- Strong written and verbal communication skills
- Experience with CRM or alumni database systems
- Comfort working across a geographically dispersed, multi-generational, and professionally diverse community
- Bachelor's degree required
- Willingness to travel domestically and internationally for events, including to FASPE's program sites in Germany and Poland, as needed
- A genuine interest in and sensitivity to FASPE's mission and subject matter is essential

What Success Looks Like

Within the first year, the Alumni Engagement Coordinator will have executed at least one major alumni gathering with strong logistical execution and positive feedback, and will have delivered a strategic engagement plan that expands meaningful participation across FASPE's alumni network beyond flagship events.

Compensation and Benefits

Compensation is commensurate with experience and falls within the range of \$70,000–\$80,000. FASPE offers a competitive benefits package, including paid holidays and paid time off; a range of medical, vision, and dental insurance options; and a 401(k) plan.

To Apply

Interested applicants should submit a CV and a statement of interest describing their fit for the role to hr@faspe-ethics.org. Not all applicants will be contacted. This position will remain open on a rolling basis until filled.

This role is hybrid, with in-person presence required two days per week at FASPE's Midtown Manhattan office.