

**HJ International Graduate School for Peace and Public Leadership: We are Hiring
Director of Alumni Relations**

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July 14, 2025



HJ International
GRADUATE SCHOOL for
PEACE and PUBLIC LEADERSHIP

Building Effectiveness in Ministry and Public Leadership



Job Title: Director of Alumni Relations (Part-Time)

Location: Remote

Hours: 15–20 hours per week

Reports to: Office of the President

Position Summary: HJ International Graduate School for Peace and Public Leadership (HJI) is seeking a Director of Alumni Relations to lead and strengthen engagement with its alumni community. This part-time, remote position is ideal for someone who enjoys relationship-building, strategic communication, database management, and fundraising projects. No on-campus office hours are required.

Key Responsibilities:

- Manage and maintain the HJI alumni database, ensuring records are accurate, up-to-date, and secure
- Serve as the primary point of contact for alumni communications and inquiries
- Plan, draft, and distribute the alumni newsletter and other email communications
- Collaborate with school leadership to develop strategies for alumni engagement, and outreach, and an alumni association

- Track alumni achievements and milestones for recognition and promotion
- Support alumni-related events and initiatives (virtual and in-person, as needed) and report on alumni relations activities
- Engage in institutional fundraising activities

Qualifications:

- Strong organizational and communication skills
- Experience with CRM or alumni/donor database systems preferred
- Ability to work independently and as part of a team
- Ability to manage multiple tasks remotely
- Flexibility to accommodate evening and weekend events
- Familiarity with email marketing platforms and content creation tools a plus
- Commitment to the mission and values of HJI Familiarity with the Family Federation for World Peace and Unification in the United States and worldwide
- Preferred: Alumnus/a of UTS/HJI Bachelor's degree required, Master's degree preferred

To apply, please send a cover letter and resume to administration@hji.edu.

References required. Compensation will be commensurate with experience and background.

For more information about HJI, email admissions@hji.edu

To apply to HJI [click here](#)



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