

Alumni Events Coordinator

The purpose of the Alumni Events Coordinator position is to coordinate and execute alumni events and to provide operational support to the Director of Alumni Engagement and the Alumni Board in their efforts to strategically engage the alumni community.

This position requires a bachelor's degree (B. A.) from a four-year college or university (business, communication, or journalism degree preferred); and 3+ years' experience working in a development program (an education environment preferred). Significant experience and a successful track record working with donors and working with and recruiting fundraising volunteers is strongly preferred.

Essential qualities for success include excellent written and verbal communication skills, a professional appearance and disposition, strong organizational skills, adherence to deadlines, follow-through and attention to detail.

The successful candidate would have the ability to communicate a sense of service mentality to Alumni, yet provide gentle direction by providing examples of successful strategies from benchmark programs. In addition, the ability to artfully use language skills to diffuse potentially contentious issues is desired.

Key Responsibilities include:

- Attending all Alumni Board meetings; drafting, finalizing, and distributing meeting minutes
- Assisting in volunteer identification and recruitment
- Sending calendar invites to the Alumni Board and various Alumni Board committees, preparing agendas, and distributing materials
- Scheduling room reservations and submitting facilities and food requests
- Internship program support
- Fielding various questions and requests from the alumni community
- Collecting content for regular alumni newsletters
- Collecting, compiling, and editing Class Notes from Class Agents
- Contributing content for the Update magazine twice a year
- Ongoing updates of alumni contact information
- Preparing class-specific communications such as obituaries
- Other duties as assigned

Benefits:

- Medical, Dental, Vision, Basic Life insurance, short and long-term disability employer paid
- HSA/FSA & Dependent Care/FSA
- 403(b) retirement plans with 5% match, available
- Voluntary benefits include but not limited to supplemental life insurance, pet insurance, ID protection and wellness opportunities.
- Generous PTO
- Funding for professional development and participation in conferences.

Annual Salary Range \$58,000 - \$72,000 DOQ

To Apply:

Please send a cover letter, resume, and contact information for three professional references (references will not be contacted without the candidate's permission) to scrowl@sjs.org.