



ANNOUNCEMENT OF POSITION VACANCY Coordinator of Alumni and Campus Engagement

SUMMARY: The Coordinator of Alumni and Campus Engagement serves as the primary event coordinator and liaison for the Alumni Association as well as all on-campus departments, clubs and student organizations. The coordinator is the main point of contact for campus-related fundraising initiatives, assists the Director of Alumni Relations with alumni events, soliciting and collecting updated data on alumni, and maintains responsibility for all administrative details associated with the Alumni Association Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Assists the Director of Alumni Relations to accomplish the goals set forth by the Alumni Association.
- Plans, coordinates and implements alumni events in collaboration with the Director of Alumni Relations. Coordinates and works with volunteers supporting event functions.
- Responsible for arranging and negotiating vendor contracts for alumni events.
- Acts as primary point of contact for campus departments, clubs and student organizations.
- Uses independent judgment to solve event issues and complaints.
- Responsible for development and management of alumni event budgets.
- Solicits and collects alumni information for the “Class Notes” section of CMU’s Maverick magazine. Records all alumni-related actions in the alumni office’s software system, Raiser’s Edge. Maintains on-campus event web pages and attendees.
- Provides assistance managing the student fundraising call-center, The Link.
- Provides campus departments’ financial reports and account information on a quarterly basis.
- Maintains raffle license by completing state required training and acts as liaison for University fundraising events including raffles, silent auctions, and other fundraising initiatives.
- Obtains and maintains special event permit for campus events.
- Maintains alumni-related data and regular website updates.
- Represents the Foundation at events in order to support the university and cultivate donors.
- Travel and some weekend and evening work.
- Other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- an earned Bachelor's degree from an accredited institution
- two years' experience in public relations, fundraising, professional sales or a related field
- knowledge of office and productivity software; proficiency in Microsoft Office
- excellent writing, oral and interpersonal skills
- ability to effectively present information and respond to questions from groups of managers, students, parents, and the general public
- experience writing and editing

DESIRED:

- experience in higher education fund-raising and graphic design
- experience with Raiser’s Edge, CRM software or databases

The ideal candidate will possess the following:

- *exceptional communication skills, strategic thinking, and experience in gift negotiation and solicitation;*
- *sensitivity to long-term relationship building and stewardship with donors and potential donors;*
- *demonstrated experience and desire to apply fundraising techniques with imagination and an entrepreneurial spirit;*
- *ability to advocate for public higher education and Colorado Mesa University in particular; and*

- *a high standard of professional integrity*

TYPE OF APPOINTMENT: Full-time administrative appointment.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by June 2, 2017.

APPLICATION:

Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, at least one of whom is a current or previous supervisor, and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Email to: CMUJobs@coloradomesa.edu. *Please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.*

Or mail to:

Coordinator of Alumni and Campus Engagement
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.

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