

Alverno College
Exempt Position Description

Position Title: Alumnae Engagement Coordinator **Date:** 2022
Department: Alumnae Engagement **Status:** Fulltime / 12 Month
Reports To: Executive Director, Advancement

Founded in 1887, Alverno College is a four-year, Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development are the central focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

The College is seeking applicants for an Alumnae Engagement Coordinator located in Milwaukee, WI. Alverno College health, dental, vision, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents

Primary Function: Coordinates alumnae and advancement events and strengthens alumnae volunteer involvement. The Alumnae Engagement Coordinator serves as the primary project leader for engagement and social events, while providing support for stewardship, campaign and reunion events. This position provides key office administration support for alumnae and advancement initiatives.

Principal Responsibilities

1. Engagement and Social Events – 40%

- a. Collaborate with the Executive Director, Advancement and Alumnae Engagement Manager in creating, implementing and evaluating alumnae events.
 - i. Provide research and recommendations for event ideas that are engaging to specific alumnae affinity groups.
- b. Create timelines and manages task lists for alumnae and advancement events.
 - i. Secure contracts for venue, catering, speakers, technology, etc.
 - ii. Manage payments for all services with finance
 - iii. Orders supplies and plans menus
 - iv. Coordinates marketing with Advancement Communicates Director including invitations, website, and emails.
 - v. Writes posts for and monitors alumnae engagement social media accounts
- c. Attend and execute all alumnae and advancement events. Events primarily take place nights and weekends.
 - i. Prepares name tags and check-in lists
 - ii. Provides on-site event management
 - iii. Runs check-in table or assigns staff to this role

2. Stewardship and Reunion Events – 30%

- a. Coordinates details of all stewardship and reunion events under the direction of and in collaboration with Executive Director Advancement and Alumnae Engagement Manager
 - i. Celebration of Giving
 - ii. Heritage Society Mass and Brunch
 - iii. Graduation & Almost Alumnae Week
 - iv. Alum Teach & Learn Weekend
- b. Manages timeline and logistics for these major events including:
 - i. Confirming speakers (students, faculty, staff, other)
 - ii. Confirming guests for honorees
 - iii. Coordinating invitation logistics with communications director
 - iv. Creating website
 - v. Ordering linens
 - vi. Making space reservations
 - vii. Coordinating menu
 - viii. Coordinating signage
 - ix. Printing name tags and check-in list
 - x. Assisting in the management of event flow
 - xi. Recruiting student workers to work at event

3. **Office Management and Data Entry – 20%**

- a. Coordinate student office workers to ensure accurate and up to date entry of obituaries, alumnae updates in colleague, thorough and complete special event tasks, and organized workspaces.
- b. Data Entry
 - a. Update member records (addresses, phones, emails, employment, names, etc.)
 - b. Enter event attendees
 - c. Enter alumnae volunteers
 - d. Track event attendees
 - e. Maintain department events calendar
 - f. Track event RSVPs
 - g. Enter Class notes and pull for magazine

4. **Internal & External Communication – 10%**

- a. Effectively communicate with our internal and external customers in writing, orally or with technology.
 - i. Assist alumnae with website issues
 - ii. Follow-up with RSVP questions
 - iii. Provide constituent IDs
 - b. Develop strong relationships throughout the College, specifically with student activities, catering, and event and space as they relate to on-campus events.
 - c. Work with Communications Specialist and the College Marketing Department to develop copy and content for all event mailings, invitations, and alumnae communications.
 - d. Create and implement a comprehensive marketing plan for each event that utilizes the appropriate tools and targets the ideal market.
- 5. Participate in department meetings, committees, and official College functions when appropriate.
 - 6. Be respectful of the College's vision of a balanced and healthy lifestyle strategy which includes the *Seven Dimensions of Wellness: Career, Emotional, Environmental, Intellectual, Physical, Social, and Spiritual.*
 - 7. Comply with safety procedures and maintain clean and orderly work areas.
 - 8. **Perform other tasks as necessary to support the mission of the College.**

Qualifications

1. Bachelor's degree is required.
2. 2-5 years of office administration with event planning experience preferred.
3. Self-starter who works well independently and can operate as part of a team.
4. Requires strong verbal and written communication skills. Requires the ability to communicate and respond to both internal and external customers professionally and in a timely manner. Must have the ability to read, interpret, write and complete documents.
5. Must be proficient in Microsoft *Word*, *Excel*, *Outlook*, and *PowerPoint*, including mail merge functions and database management.
6. Must have the ability to navigate and search for information on the internet.
7. Demonstrated organization skills and attention to detail; requires strong organizational competence and the ability to multi-task, prioritize, and work with frequent interruptions. Must have the ability to professionally respond to variations in schedules and plans.
8. Capacity to manage multiple projects while communicating progress and work to stakeholders in the projects
9. Self-directed, team player; strong problem-solving skills including the ability to develop innovative approaches and ideas and meet challenges with resourcefulness.
10. Requires the ability to work with and maintain confidential information.
11. Must have the willingness and ability to work evenings and weekends.
12. Requires a valid driver's license and good driving record.
13. Requires the ability to talk and hear. Must be able to freely move throughout the facility and have capability to set up events including the ability to lift and/or move up to 35 pounds. Requires the ability to stand for extended periods of time.

Working Conditions

General office environment

How to Apply

- Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>
- Please attach your cover letter, resume, and list of references to the online application

Alverno College is an Equal Opportunity Employer and committed to workplace diversity