

Alverno College Exempt Position Description

Position Title: Engagement Coordinator **Date:** 2023
Department: Advancement **Status:** Fulltime / 12 Month
Reports To: Director of Annual and Alumnae Giving

Primary Function: Coordinates advancement and alumnae events and strengthens alumnae volunteer involvement. The Engagement Coordinator serves as the primary project leader for engagement and social events in the advancement department, 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 – 30%

- a. Collaborate with the Executive Director, Director of Annual and Alumnae Giving 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 Communication Director including invitations, website, and emails.
 - v. Writes posts for and monitors alumnae social media accounts
- c. Attend and execute all alumnae and development 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 Director of Annual and Alumnae Giving.
 - 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. Ordering linens and confirming space reservations
- v. Coordinating menu and signage
- vi. Printing name tags and check-in list
- vii. Assisting in the management of event flow
- viii. Recruiting student workers to work at events

3. Internal & External Communication – 20%

- a. Work with Communications Manager and the College Marketing Department to develop copy and content for all event mailings, invitations, and alumnae communications.
- b. Create and implement a comprehensive marketing plan for each event that utilizes the appropriate tools and targets the ideal market.
- c. Effectively communicate with our internal and external customers in writing, orally or with technology.
 - i. Create event website pages and assist alumnae with website issues
 - ii. Follow-up with RSVP questions
- d. Develop strong relationships throughout the College, specifically with student activities, catering, and event and space as they relate to on-campus events.

4. Office Management and Data Entry – 20%

- a. Provide support for data 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 and track event attendees and alumnae volunteers
 - c. Maintain department events calendar
 - d. Enter Class notes and pull for magazine
5. Participate in department meetings, committees, and official College functions when appropriate.
 6. Comply with safety procedures and maintain clean and orderly work areas.
 7. **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.

How to Apply

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

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