WINTHROP UNIVERSITY

NOTICE OF JOB VACANCY

Re-advertised

June 23, 2016

POSITION: ALUMNI ENGAGEMENT COORDINATOR (ALUMNI RELATIONS)
(Class Code CC30/Alumni/Development Coordinator I)

BAND: Band 06/Level 02

STARTING SALARY: $40,253 minimum per year; actual starting salary will be commensurate with qualifications.

JOB VACANCY: 201649

Minimum Training & Experience:
Bachelor's degree in marketing, public relations or related field required. One year of experience in event planning, managing volunteers, and fundraising strongly preferred. Proficiency using Microsoft Office and database computer software highly desired. Previous related experience in a higher education environment preferred. Experience with Blackbaud highly desired.

Knowledge, Skills & Abilities:
Knowledge of event and volunteer management. Knowledge of composition skills required for material publication. Ability to work on a variety of projects simultaneously; collect, compile/assemble information in clear/concise manner; exercise sound judgment and discretion when working with confidential information; work flexible hours, including occasional evenings and weekends; and establish and maintain effective working relationships with faculty, staff, students, administrators, alumni volunteers, donors and the general public.

Specific Duties:
Reporting to the Executive Director of Alumni Relations and Annual Giving, the Alumni Engagement Coordinator provides logistical, programming and administrative expertise for alumni programs and special events, including Alumni Admissions Volunteers and Homecoming and Alumni Reunion Weekend. Specific duties include planning, implementing and marketing alumni programs and special events; maintaining alumni affinity information and volunteer records; serving as gift officer for the 50th class reunion and assisting the classes in their fundraising efforts by identifying prospects, cultivating mid-level gifts and managing volunteers; maintaining the Alumni Association website and annual alumni events calendar; heading the Homecoming and Alumni Reunion Weekend Committee; working with milestone class reunions on mailings and meetings; coordinating Alumni Association tailgating; assisting in development of alumni chapters; working with the Office of Advancement Services on event registration; traveling to alumni events to provide logistical and administrative support; and providing support for Office of Institutional Advancement and Office of Admissions events, as needed. This position also assumes the responsibilities of the executive director in her absence and performs other duties as required.

To apply, access www.jobs.sc.gov to submit an on-line application no later than July 7, 2016

Winthrop University is an Equal Opportunity/Affirmative Action employer and does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status. Women, minorities, and persons with disabilities are encouraged to apply.