

Job Classification Description

ALUMNI AND DEVELOPMENT PROGRAM COORDINATOR/VTC
VSC – UP PAT Bargaining Unit **Grade 11**
Exempt

BASIC FUNCTION

Maintain the integrity of the data within the College's primary alumni and philanthropic repository. Provide support and coordination for the Alumni and Development programs of the college

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Coordinate and administer the alumni annual giving program. Play a key role in overall design of theme and methods. Carry out and coordinate production of written materials, identify and research potential individuals, oversee direct mail and telephone solicitation of alumni, parents and other friends.
- Assist Director in pursuit of engaging alumni through programs, services and the website.
- Engage and increase Alumni involvement with the College.
- Assist with the production of newsletters, magazines, web-based and other regular communications with alumni and friends of the College including but not limited to: Annual, correspondence, and fundraising campaigns.
- Confer regularly with the Director of Institutional Advancement regarding overall strategic approach to alumni relations and communications.
- Serve as liaison with Alumni Association Executive Committee; organize, manage and administer annual Alumni Day and class reunions.
- Represent the College to work closely with a large variety of individuals and organizations in carrying out all assigned alumni and development functions.
- Organize and maintain appropriate resource information, files and record systems related to assigned functions, including maintaining data on gifts. Prepare various regular and special reports.
- Using Blackbaud's Raiser's Edge for Windows, output reports, lists, labels and letters, both scheduled and ad hoc, for the office of Development and Alumni Relations and the President. Generate a variety of written materials for the Development Office including receipts, pledge reminders, year-end tax letters, etc.
- Track all expenditures for the Alumni and Development Office insuring consistency with budget office reports.

