



Alumnae and Donor Relations Event Coordinator

College of Saint Mary is seeking a goal oriented and self-motivated professional to join the Alumnae & Donor Relations as an Event Coordinator. At College of Saint Mary we believe in the power of education to help women realize their potential, identify leadership strengths and find fulfillment in careers and lives.

The Alumnae & Donor Relations Event Coordinator is primarily responsible for the successful execution and coordination for all alumnae and donor events. You will be the lead in managing events from start to finish working with Alumnae & Donor Relations staff as well as other campus staff (catering, maintenance, IT, marketing, etc.) This position also assists with other campus events as needed. This position regularly interacts with all constituents of the College including students, alumnae, donors and other members of the community.

Essential Functions

- Can effectively manage events for 10 - 250 attendees.
- Managing and overseeing events on the day of, including problem-solving, welcoming guests, directing event set-up, communicating with staff, organizing vendors and managing take-down.
- Anticipating and planning for possible different scenarios.
- Coordinate with vendors, campus staff, students and stakeholders during event planning.
- Manage and maintain Alumnae and Donor Relations budget.
- Track event performance and identify areas of success and improvement for future events.
- Assist with other campus events as needed (graduation, athletic events, etc.).
- Manages and maintains budget for department supply of alumnae and donor gifts.
- Assist with department phone-a-thon as needed.
- Serve as a back up to administrative duties within the Alumnae and Donor Relations department: donor processing, maintaining annual and endowed scholarship information, acknowledgements, etc.

Education and Experience: A bachelor's degree and two years relevant experience required. A bachelor's degree and four years relevant experience preferred.

Salary Minimum: \$18.75 hour (\$39,000 annually)

Application

Please apply using the following link. Please have a resume, cover letter and contact information for three professional references, including one supervisor, ready to upload during the application process.

[Event Coordinator Application](#)

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.