College of Saint Mary, in Omaha, Nebraska, is seeking an enthusiastic professional to join the Alumnae & Donor Relations Team as a Special Events Coordinator and Gift Officer. This professional will be responsible for overseeing all Alumnae, Donor and CSM Friend special events on campus and will join the team in soliciting and stewarding gifts for the annual fund.

The Coordinator of Special Events position is responsible for the planning, coordination and implementation of special events on the campus. The events include but are not limited to Graduation, Founders Day, Alumnae Weekend, Heritage Week, Great Conversations, Women’s Lenten Retreat and special alumnae and friends of CSM events.

**Major responsibilities include:**

**Event Planning:**

- Works as part of a team with the Manager of the Information Center, Maintenance, CSM Foodservice, the marketing staff and others on campus to manage all aspects of special Alumnae, Donor and CSM friend events on and off campus.
- Create a yearly calendar for special events and checklists for each. Develop a template for each special event that best suits the needs of the department and which includes all info from start to wrap up of event and info from debriefing session for the subsequent year.
- Responsible for communicating with the Advancement Web Ambassador about placing special events information on appropriate web site pages; places events on Advancement and, Senior Leadership Team (as appropriate) calendars and puts announcements on MyCSM for CSM community.
- Serves as a liaison to the initiator of an event to ensure that all details are managed effectively.
- Serves on the Graduation Committee.
- Serves as the lead on the CSM Community Drive.

**Fund Raising:**

- Solicits alumnae and donors for gifts to the annual fund.
- Solicits gifts from business contacts to support activities of the College.
- Manages a small donor and prospect portfolio, responds to correspondence from alumnae and invites them to campus as appropriate.
- Must be available to work some evenings and weekends, as needed.
**Qualifications:**

- A bachelor’s degree is required; background in hospitality management preferred.
- Experience in event planning desired.
- Excellent communication and interpersonal skills.
- Able to work collaboratively and courteously with colleagues throughout the University, alumnae, and other constituents. Must know how to meet “strangers” and build a sense of camaraderie and connection – understanding of the value of networking.
- Ability to use social media and other forms of technology to communicate with alumnae and donors.
- Ability to work independently, combined with the skills for thriving in a team environment.
- Professional appearance and actions. Excellent organizational, planning and communication skills.
- Ability to explain verbally and in writing the nature of events and qualifications for event participation.
- Skills in facilitating group decisions.
- Attention to detail.

**Benefits:**

College of Saint Mary offers a wide array of benefits, including medical and dental coverage for you and your family, life Insurance and disability programs, flexible spending accounts, 403b, tuition remission programs for dependent children at College of Saint Mary and tuition exchange programs with participating institutions.

If interested, please apply using the following link. **Please put your resume, letter of interest, names and contact information for three professional references, including a minimum of one supervisor, in one document before you apply. When the system asks you to attach a resume please attach the document that contains all of the above information. The system allows only one attachment.**

[https://home.eease.adp.com/recruit/?id=14944141](https://home.eease.adp.com/recruit/?id=14944141)

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