Development Officer: Alumnae Relations  
College of Saint Mary

College of Saint Mary in Omaha, Nebraska is seeking an enthusiastic professional to join the Advancement team as Development Officer: Alumnae Relations. is charged with developing and implementing a comprehensive communication, engagement, and fundraising program that will address the unique characteristics of CSM’s 8,000 alumnae - the majority of whom have not had the traditional “high school to college” experience or relationships. College of Saint Mary has welcomed women of all ages and backgrounds in its 88 year history meeting needs through Saturday acceleration programs, off-site programs, Mother’s Living and Learning, and other unique programs. This position is responsible for cultivating an expanding core of alumnae who are closely connected to the University and supportive of its mission, programs, recruitment and funding needs. The Development Officer will seek to understand and promote the unique connections that will engage alumnae through personal relationships, creative events, social media, and affinity groupings. **There will be travel, weekend and evening work. The Development Officer: Alumnae Relations is responsible for reaching and cultivating alumnae where they live and work as well as encouraging their return to campus.**

**Examples of Duties:**

- Form a comprehensive knowledge of our alumnae base through cultivating strong relationships with individual alumna, affinity groups, and class years.
- Manage an assigned portfolio of alumnae donor prospects to achieve targeted giving levels, and alumnae participation goals in support of the CSM Fund.
- Create and support a Graduate Legacy Council to encourage, educate, and engage newly emerging undergraduate and graduate alumnae.
- Strategize, develop and sponsor meaningful alumnae events or engagement activities throughout the year and specifically for Reunion Weekend during Heritage Week. The Development Officer is charged with not just creating the event or activity, but with energizing and motivating a mass of alumnae to participate.
- Understand the various methods of effectively communicating with our diverse group of alumnae and develop a strategy to actively utilize social media and other technology to stay current. This position is responsible for keeping an up-to-date dynamic alumnae website content.

**Qualifications:**

- Bachelor’s degree is required; master’s degree preferred
- 3 – 5 years experience in alumnae relations, event planning, or fundraising in a higher education setting.
- The candidate must have excellent communication and interpersonal skills.
• Must know how to meet “strangers” and build a sense of camaraderie and connection – understanding of the value of networking.
• Demonstrated knowledge of higher education fundraising and the willingness to engage in both one-to-one solicitation and Phonathon fundraising programs.
• The demonstrated ability to strategize, implement, and build constituency programs along with a talent for motivating volunteers. Strong event management and the understanding of an event’s significance to relationship building is desired.
• Demonstrate strong events planning and organizational skills particularly in reaching and engaging alumnae with unique connections to the University.
• Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve institutional goals.
• Professional appearance and actions.
• Ethical standards for handling confidential information and situations.
• Ability to multi-task with close attention to detail and prioritization to meet deadlines.

**Application:**

If interested, please apply using the following link. Applications accepted until position is filled.

[https://home.eease.adp.com/recruit/?id=556211](https://home.eease.adp.com/recruit/?id=556211)