



## **Alumnae and Donor Relations Project Manager**

College of Saint Mary in Omaha, Nebraska, seeks a full-time Alumnae and Donor Relations Project Manager. The Alumnae & Donor Relations (ADR) Projects Manager is primarily responsible for the successful execution and coordination of all alumnae and donor events, and will have oversight of other ADR department projects.

In addition, this position is the lead in managing alumnae and donor events from start to finish working with ADR team members as well as other campus staff. The individual in this role regularly interacts with all constituents of the College including alumnae, donors, students and other members of the community. Also, this position is in regular interaction with the President in planning VIP events.

### **Essential Functions**

- Effectively plan, coordinate and manage events for 10 - 250 attendees.
- Manage and oversee events on the day of, including problem-solving, welcoming guests, directing event set-up, communicating with staff, organizing vendors and managing take-down.
- Anticipate and plan for possible alternate 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 (President's events, graduation, athletic events, etc.).
- Manage and maintain budget and supply of ADR alumnae and donor gifts.
- Manage the stewardship of the annual and endowed scholarship process.
- Provide backup support for donor processing.

### **Required Education and Experience**

- Required: A bachelor's degree and 2+ years relevant experience required.
- Preferred: A bachelor's degree and 4+ years relevant experience preferred.

### **Application**

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

[Application: Alumnae and Donor Relations Project Manager](#)

*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.*