



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

## **Alumnae and Donor Relations Specialist**

**Are you an enthusiastic, innovative, and dynamic professional?** You might be a perfect fit for our Alumnae and Donor Relations Specialist position. This position is responsible for all data entry related to donor gifts and pledges and manages the planning, execution, and analysis of all annual giving efforts.

### **Our Idea of a Perfect Candidate Is Someone Who:**

- Embraces a passion for CSM's mission and values and bring a people-centered approach to professional interactions and all activities.
- Has a high level of professionalism, efficiency, and superior communications and organizational skills.

### **Our Ideal Candidate's Education and Experience Include:**

- Associate degree required with a minimum of 5 years of professional experience.
- Bachelor's degree preferred. Previous work experience in a nonprofit or higher education advancement setting desirable (3-5 years).

### **This Position Is Responsible For:**

- Responsible for all daily donor processing activities.
- Maintains and manages all pledges. This includes entry and monitoring of all pledges for report purposes to share with the Alumnae and Donor Relations (ADR) team.
- Coordinates the annual giving fall and spring phone-a-thon, CSM Community Drive and CSM Giving Day and all other annual giving efforts.
- Oversees and is contact for the online giving platform. This includes processing daily online gifts, managing online giving events and supporting online event registrations.
- Oversees planning and execution of all direct appeals mailings. Responsible for management of all mailing lists for ADR communications.
- Through the annual giving process, identifies donors for cultivation by gift officers.

### **Why You Want to Be on This Team:**

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- CSM is committed to supporting the work-life balance of its faculty and staff.

### **Application**

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

Please apply using the following link: [Alumnae and Donor Relations Specialist](#)

*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.*