

C O L L E G E O F
SAINT MARY

Alumni and Donor Relations Specialist

Do you thrive managing a daily task list and feeling a sense of pride when everything is checked off at the end of the day? If so, you might be the perfect fit for our Specialist position within the Alumni and Donor Relations (ADR) team at College of Saint Mary.

Our idea of a perfect candidate is someone who:

- Is extremely organized and efficient.
- Enjoys a variety of different tasks.
- Embodies CSM's mission and the education and empowerment of women.
- Is a great team player.

Our ideal candidates' education and experience include:

- A Bachelor's degree.
- A minimum of two years' experience as an administrative assistant.

A few of the duties this position is responsible for are:

- Providing administrative support to the Vice President for Alumni and Donor Relations and the Alumni and Donor Relations team.
- Data entry related to donor gifts and pledges.
- Acknowledgement letters for donors.
- Various stewardship activities.
- Assistance in coordinating all aspects of event planning, orchestration, and implementation.

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 at CSM, tuition exchange program for dependent children at select private universities, 403(b) with employer match, employee wellness time, and more!
- Free access to the campus recreation facilities, including a full gym, pool, and walking trail.
- 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: [Alumni 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.