



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 Support Specialist

Are you an enthusiastic, organized, innovative, and dynamic professional? You might be a perfect fit for our ADR Support Specialist position. This position supports the Vice President for Alumnae and Donor Relations and the Alumnae and Donor Relations team.

Our Idea of a Perfect Candidate Is Someone Who:

- Has a high level of professionalism, efficiency, and superior communications skills.
- Has exceptional relational skills to interact with all constituents of the college including major donors and alumnae.

Our Ideal Candidate's Education and Experience Include:

- A bachelor's degree and two years administrative assistant experience required.
- Four years administrative experience preferred.
- Experience in data entry, donor gift processing, or database management.

This Position Is Responsible For:

- Enters all gifts and pledges into donor system daily.
- Provides administrative support for the Vice President for ADR and other ADR members as needed.
- Drafts letters of acknowledgement to donors.
- Assists Vice President of ADR with administrative tasks.
- Provides administrative support for ADR projects and events.
- Maintains and manages all pledges.
- Acts as the administrator for the electronic data filing system for the ADR team.
- Responsible for maintaining and monitoring the ADR department budget.
- Maintains proficiency with the donor software system.
- Provides on-site support for all Alumnae and Donor Relations events.
- Supervises student workers.

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: [ADR Support 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.