



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.

Assistant Vice President of Alumnae & Donor Relations

College of Saint Mary is seeking a self-motivated professional who will embrace a passion for CSM's mission and values, and bring a people-centered approach to professional interactions and activities in the solicitation of major and endowed gifts.

The Assistant Vice President of Alumnae and Donor is responsible for the cultivation of major donors and prospective major donors to CSM. Utilizing their passion for CSM's mission and values, the person in this position will plan, participate in, and execute the solicitation of major gifts through the active management of a portfolio of donors and prospective donors which includes alumnae and friends of the University. This position also has direct oversight and supervision of the Director of Annual Giving/ADR Analytics and the Data Input Coordinator.

Essential Functions

- Maintain an active relationship with each of the 100-150 major donors and prospective major donors in their portfolio, who will be at various stages of identification, cultivation, solicitation and stewardship.
- The ability to maintain 12-15 donor/alumnae connects/visits each month is essential.
- Oversee the departmental responsibility of accurate records within CSM's fundraising software concerning gift processing, updated contact information, contact logs, etc.
- Seek to grow and diversify the list of individuals and families supporting CSM's mission and build new relationships on behalf of the University.
- This position will attend both internal and external events on behalf of College of Saint Mary.

Required Education and Experience

- Bachelor's degree required. At least a minimum of three years progressive experience with demonstrated success in development required.
- Master's degree in relevant field 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: Assistant Vice President of Alumnae & Donor Relations](#)

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.