



University of Great Falls
Position Title: Alumni Coordinator

The University of Great Falls is a four-year, private, Catholic liberal arts university with a main campus located in Great Falls, Montana offering both face to face and online programs. The University is committed to its mission of educating students for living and making a living. Founded by the Sisters of Providence, the University is a ministry of Providence St. Joseph Health (PSJH.) Shared Providence values of respect, compassion, justice, excellence and stewardship shape the missions of both the University and PSJH. Applicants must possess a personal philosophy compatible with a Catholic university environment.

Wage Category: Full-time, benefit eligible
Current Department: Department of Advancement
Supervisor: Director of Advancement

Job Description: The Alumni Coordinator supports fund-raising programs by developing and maintaining an ongoing program to cultivate, service and recognize current alumni and engage alumni through special programs and events. This position is the front line customer service liaison for all alumni for the University.

General Position Responsibilities:

- Serve as the staff liaison to the Alumni Association Board of Directors; coordinates meetings of the Board in cooperation with officers of the Alumni Association, and provides staff support to committees of the Association; coordinates all Association events and programs
- Work closely with the Director of Advancement to manage, cultivate and provide stewardship to alumni donors, prospects, and connections
- Develops and oversees the annual alumni communication plan
- Coordinate public relations, publications and communications for alumni events
- Coordinate and oversee the annual Alumni Phonathon.
- Establish and coordinate benefit/discount information for alumni
- Actively recruit alumni into the Association
- Coordinate the selection and presentation of alumni recognition awards
- Organize the Annual Reunions and Alumni Weekends
- Solicit funds required to meet fundraising goals
- Coordinate with other University departments on including alumni in University events and activities
- Represent the Director of Advancement in her/his absence, when requested
- Other duties as assigned

General Position Requirements:

- Bachelor's degree or equivalent experience
- Ability to interact effectively with alumni, staff, students and faculty in a professional manner
- Exceptional oral and written communication skills
- Experience organizing groups and activities
- Excellent customer service abilities
- Demonstrate a commitment to the philosophy, mission, core values, and goals of the University and PH&S, including:
 - The university's mission, as a private Catholic liberal arts institution that prepares students for living and for making a living.

- The ability to integrate values of justice, respect, compassion, excellence, and stewardship into programs and services.
- Previous work record demonstrates personal integrity, veracity, and trust.

Working Conditions:

- Some travel is required (25%)
- Many projects pursued with different deadlines
- May be subject to frequent interruption to provide service

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

Please submit a resume, cover letter and three professional references to ugf.hr@ugf.edu or Human Resources, 1301 20th Street South, Great Falls MT 59405.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
COVERED BY THE MONTANA VETERANS' AND HANDICAPPED PERSONS'
EMPLOYMENT PREFERENCE ACT