



COLORADO STATE UNIVERSITY PUEBLO Foundation

Director of Alumni Relations & Engagement

Colorado State University Pueblo Foundation
Pueblo, CO

The Colorado State University Pueblo Foundation supports CSU Pueblo in its private fundraising and charitable efforts for the purpose of supplementing and enhancing university programs, activities, and educational opportunities.

SUMMARY

The Director of Alumni Relations & Engagement supports the core values of the CSU Pueblo Foundation and assures quality services to all university and foundation constituents. This position manages relationships with CSU Pueblo alumni, former students, along with current and prospective friends and partners. The Director of Alumni Relations & Engagement is expected to communicate, engage, collaborate, and connect with alumni of CSU Pueblo across the world.

REPORTING STRUCTURE

The Director of Alumni Relations & Engagement reports to the President/CEO of the CSU Pueblo Foundation or his designee. She/he interfaces with campus departments, alumni association and external university constituencies and works closely with Foundation development and operations staff, and board members.

PRIMARY JOB DUTIES

Engagement/Communication

- Develop, implement and manage an innovative alumni communication, engagement, retention and solicitation program utilizing both traditional and digital channels.
- Create a program to share the milestone achievements of our alumni such as new jobs, promotions, marriages, child births, retirements, etc.
- Leverage technology including social media platforms, text messaging, web platforms and virtual communication tools to build relationships with constituents and update constituent information.

Donor Pipeline Development

- Work with university advancement, foundation trustees and staff, along with the alumni association to refer potential major gift leads and collaboratively outline strategic next steps.
- Assist with stewardship to display our gratitude to our partners,

Annual Fund

- Coordinate and oversee the CSU Pueblo Foundation annual fund drive which includes three major mailings, several smaller campaigns, and crowd-funding drive.

Collaboration

- Work with on and off-campus groups to increase enrollment, develop student career opportunity, connect with the CSU Pueblo community, build affinity with student groups & clubs, and coordinate alumni association activities.

Event Planning

- Plan monthly alumni association meetings
- Oversee alumni outreach events to include Young Alumni Award Brunch, State Fair Rodeo Alumni Night, Homecoming events, and out-of-town engagements.

Qualifications:

The successful candidate will be an individual who believes in the mission of Colorado State University Pueblo and the CSU Pueblo Foundation, willing to establish communication with current and new alumni, is results- and people-oriented, and possesses a strong work ethic and superb attention to detail. The candidate will also have proven communication skills with an ability to write and speak persuasively about the role of educational philanthropy. Some night and weekend work is required. Must be willing to travel.

Required:

- Bachelor's degree
- Excellent written and verbal communications skills with the ability to speak publicly
- Five years' experience in public affairs, marketing, public relations, advancement, or the equivalent
- Excellent interpersonal skills and the ability to form positive relationships with alumni, staff, supervisors, students, friends, community, and members of the University community
- Ability to empower staff members to lead selected events and activities, maintaining overarching oversight
- High level of integrity and dependability with a strong sense of urgency and results-orientation
- Ability to maintain a calm and professional demeanor in a fast-paced environment

Preferred:

- Advanced degree
- Preference towards business administration or marketing background
- Experience in higher education advancement / alumni relations
- CSU Pueblo alumni preferred

SALARY & BENEFITS

Salary range: \$55,000-\$60,000 (available for annual performance bonuses)
Benefits package includes: Health insurance, retirement plan, dental, vision, wellness/technology stipend, paid annual and sick leave accrual.

To Apply

Mail cover letter, resume, and three professional references to:

CSU Pueblo Foundation
Attn: Alumni Relations Search Chair
2200 Bonforte Blvd.
Pueblo, CO 81001

719-549-2241
Or email sarah.mize@csupueblo.edu