

Donor and Alumni Relations Coordinator
Full-time Salaried

Reporting to the Director of Development, the Donor and Alumni Relations Coordinator supports the implementation of CMU's fundraising strategy that invites support and engagement from alumni, individuals and diverse communities surrounding CMU.

Responsibilities:

Donor Relations Coordination, 50%

- Fundraising Visits
 - Coordinate fundraising visits for the President, VP External, Director of Development and Development Associate
 - Initiate reminders regarding donor follow-up and prompt donor acknowledgement initiatives, including first time donor recognition and recognition of sustained gifting
 - Ensure the availability of appropriate background donor visitation material
 - Be attentive to strengthen the inter-related work of Development, marketing, alumni relations and church engagement
- Fundraising Initiatives and Events
 - Coordinate key Development Fundraising events including:
 - Group gatherings of donors and alumni in Manitoba and other provinces
 - The Giving Tuesday initiative, Spring@CMU Fundraiser and the CMU Golf Tournament
 - Solicit event Sponsorship as appropriate
- Data Information
 - Use conversant skills in CMU's donor database to maximize work with donor relations
 - Support the Data Administrator with gifting queries and corrections
 - Be familiar with the gift entry process in order to back up the Development Assistant
 - Coordinate CMU's efforts to search and update data on CMU era alumni

Alumni Relations Coordination 50%

- Coordinate a cohesive alumni strategy that fosters a culture of alumni connection which include:
 - Connecting with CMU era and 50's – 90's Alumni for purposes of Fall Festival reunions and contacting alumni 1st year out for purposes of contact information
 - Coordinate Blazer Alumni features, news releases, stories and profiles and update life-events
 - Ensuring that alumni data is updated within Raiser's Edge
 - Use online surveys and social media to send out and compile responses from an alumni survey
- Support a sustained culture of alumni connection to form a potential, new and growing, core constituency for CMU. Include initiatives such as the following:
 - Research and promote alumni stories for CMU to feature
 - Participate in the Distinguished Alumni Awards process
 - Track alumni event participation and follow-up with alumni
 - Coordinate ongoing relational connections with faculty
 - Coordinate and promote Alumni Benefits

Qualifications:

- A commitment to the Christian church and CMU's mission, purposes and programs
- Familiarity with CMU and its support constituencies an asset
- Experience with donor relations an asset
- Exceptional relational and connecting skills including clear and effective written and oral communication
- Strong organizational and administrative skills and ability to manage multiple projects at the same time
- Strong Microsoft Office and data base management skills

Inquiries should be directed to Dianna Robson, Director of Human Resources at 204-594-0532. Applications will be reviewed mid-June; applications will be accepted until this position is filled. Applicants should email a resume (PDF or Word document) along with the names of three references, in confidence to hrdirector@cmu.ca or to Director of Human Resources, Canadian Mennonite University, 500 Shaftesbury Blvd. Winnipeg, MB R3P 2N2