

**Title:** Coordinator, Alumni

**Department:** Foundation

**Number of Positions:** 1

**Classification:** 2 Hybrid

**Position #:** 101080

**Type of Appointment:** Full-Time

**Pay Rate:** Minimum starting pay is \$43,570.00 per year. Pay will be determined based on related work experience above required. To be considered in determining pay, all related work experience must be listed on the application.

**Required Documents Needed to Upload at Time of Application:** Resume, transcripts and three professional references.

**Reference check requirements:** Three (3) professional references, two (2) of which should be former or current supervisors and (1) professional reference.

Personal references (friends, clergy, customers, relatives) are not considered acceptable references

**Position Summary:** The purpose of this job is to plan and implement a comprehensive alumni awareness program for Pellissippi State graduates and former and current students to cultivate the interests and philanthropic support of college alumni and community members in collaboration with the director. This work includes leading the planning and implementation of the Swing Big for Students annual fundraiser. This position also provides administrative support for the Director of Annual Giving and Donor Engagement.

**Essential Functions:**

**60%** Develop and implement a comprehensive alumni awareness and fundraising program for Pellissippi State graduates, former and current students in order to strengthen relationships and cultivate the interests and philanthropic support of all constituents. Activities include, but are not limited to the following: Where Are They Now Wednesday features, Distinguished and Volunteer Alumni Awards promotions and processes, workshops and networking events, graduation/reunion events, and other opportunities designed to highlight and engage alumni. Communicate with alumni through a variety of methods, including but not limited to face-to-face, email, phone, newsletters, and social media. Ensure the accuracy of alumni data and maintain alumni documents. Conduct prospect research and maintain a portfolio of alumni for cultivation, solicitation, and stewardship of annual gifts through a variety of methods. Collaborate with faculty and staff across the College to strengthen and foster alumni engagement.

**30%** Work with the Director to implement funding opportunities that will advance the mission of the College and the Pellissippi State Foundation. In addition, assist in the solicitation of sponsors for Foundation and Alumni fundraising events.

Provide leadership to plan, organize, and execute the Swing Big for Students annual fundraising event from inception to completion through direct solicitation of sponsorships and facilitation of a group of board volunteers, community leaders, and foundation staff. Develop event timelines, budgets and marketing plans to maximize participation and fundraising outcomes. Coordinate with vendors, venues, and internal partners. Track and analyze event metrics including revenue, expenses, and ROI.

**5%** Provide administrative support to the Director of Annual Giving and Donor Engagement

**5%** Perform other duties as directed. Represent the College at community events and in community organizations. Participate in professional development activities. Participate in campus committee activities and other duties as assigned.

**Note:** The College reserves the right to change or reassign job duties, or combine positions at any time.

**Job Requirements:**

A Bachelor's Degree

**Years of Experience:**

3 years of experience in fundraising and/or event planning is required. Project management experience is preferred.

**Part-time work experience is calculated at 50% credit of full-time work experience.**

**Special Skills/Application of Knowledge:**

- Ability to plan and implement a comprehensive program of annual philanthropic support for the College from alumni and external constituents
- Ability to plan and implement a comprehensive program for alumni
- Possess exceptional people skills
- Ability to communicate effectively and to express ideas clearly and concisely both in written and oral communications including proposal and public speaking skills
- Ability to use computer technology to conduct research and to access and maintain data and records
- Ability to communicate with alumni and others utilizing various technological opportunities such as social media platforms, blogs, e-mails, newsletters and such
- Ability to maintain effective working relationships with internal and external constituents
- Ability to maintain confidentiality regarding all Foundation matters
- Ability to manage multiple priorities, meet deadlines, work both independently and on teams, and perform job functions with minimal supervision
- Ability to project a strong positive image of the college through personal interactions with alumni and others
- Knowledge of and experience with business etiquette, marketing, fundraising and public relations techniques
- Knowledge and understanding of the college's mission, goals, academic programs and organizations
- Possess effective organizational skills, ability to multi-task
- Significant knowledge of personal computers, printers, copiers, multi-line telephones, fax machine, and other standard office equipment. In addition, a working knowledge of Microsoft Office software and proficiency in using data management programs.
- Ability to network in order to find alumni, resources, and sponsors.
- Able to engage in the College's mission and values.

**Physical Demands:**

- The employee is regularly required to sit, stand, see, talk, and hear.
- This position requires a great deal of set-up for programs and events. Supplies, boxes, decorations, equipment, tables, food, furniture are but a few of the objects that will be touched by the person in this position. At times items of **more than 50 lbs. are dealt with by moving and lifting.**
- Organization of event supplies and signage in the storage closet can result in lifting items overhead or organization at lower levels.
- During certain events the person in this position will not sit down for the duration.
- Being able to communicate with a variety of constituents through various methods is imperative for success.
- Being able to hear and speak clearly is particularly valuable when the coordinator is speaking with individuals in person or by phone.
- Must be able to see to deal with many documents, computer images, computer programs and such.
- Must be able to attend various meetings, networking functions and set-up programs.

**Hazards:**

The employee is exposed daily to the student population and general faculty and staff and could be exposed to illness or an unforeseen incident i.e. workplace/campus violence.

Minor cuts from paper.

Eye strain, back strain from computer work.

Possibility with lifting injuries.

**Full-time Employment Benefits:**

- Insurance Options: Health, Dental, Vision, Life, Short/Long-term Disability, FSA/HSA
- Wellness Incentive Program, if enrolled in health plan
- Educational Assistance: Fee Waiver, Spouse/Dependent discounts, Audit/Non-Credit, Reimbursement Program
- Employee Assistance Program
- Retirement Options: Tennessee traditional pension plan option (TCRS), 401k with \$100 company match, 457, 403b
- Employee Discount program with over 900+ companies
- 14 Paid Holidays/Year Includes paid days off the last week of December
- Sick Leave Bank
- Longevity Pay
- Many opportunities for professional development

**Special Instructions to Applicants:** To be considered for a position at Pellissippi State, you must create an on-line application. Your skills, abilities, qualifications, and years of experience will be evaluated using only what is recorded on your application. Work experience that is **not** listed on the application will not be considered towards compensation. Please note: attaching a resume does not substitute for completion of the application form. Part-time work experience is calculated at 50% of full-time experience. Please note: to scan, upload, or attach documents, a computer and scanner are available at the Hardin Valley Campus Educational Resources Center, if needed.

If you have any problems or questions please contact Human Resources at Pellissippi State Community College's Human Resource Office at 865-694-6607 or by email at [recruiting@pstcc.edu](mailto:recruiting@pstcc.edu).

If you are interested in this position, please click on the following link to apply. <https://careers.tbr.edu/jobs/coordinator-alumni-knoxville-tennessee-united-states>

#mrp