

## **Alumni Engagement Coordinator**

**Raymond A. Mason School of Business  
William & Mary**

The Raymond A. Mason School of Business at William & Mary is seeking a dynamic and enthusiastic Alumni Engagement Coordinator to join our team. This position is essential to the daily operations of the Mason School of Business' Department of Alumni Relations including event planning, alumni communications, data research and reporting, and management of related software tools. This individual will report to Director of Alumni Relations.

Core responsibilities include but are not limited to:

- Managing all aspects of soliciting and collecting event registrations and RSVPs, from design and concept of event invitations to managing the electronic collection of RSVPs;
- Assistance with all pre, onsite, and post alumni engagement event logistics
- Reporting and analyzing event attendance and other success metrics and tracking this data systematically in the university's CRM system
- Processing and recording vendor payment invoices and assisting in budget management for the Office of Alumni Engagement;
- First-line responsibility for communications, problem solving, and interaction with key stakeholders
- Assist with data integrity initiatives, as they relate to the Mason School's alumni population
- Collaborate with the Mason Marketing and Communications team to keep Mason alumni website content current, and for alumni specific content creation and submission to all social media outlets

The ideal candidate will possess the following required and preferred qualifications:

### **Required qualifications:**

- Bachelor's degree or equivalent combination of education and experience.
- Demonstrates strong sense of customer service and is a team player who is also comfortable as a self-starter
- Demonstrates outstanding interpersonal skills to develop and foster communication and teamwork with a diverse audience including alumni, donors, faculty, staff, students and the College community.
- Excellent computer skills and proficiency with Microsoft Office products and a variety of computer applications including word-processing, graphic design, spreadsheets, databases, and on-line systems.
- Significant competence in Microsoft Suite and database management
- Excellent verbal, written and interpersonal communication skills and displays sensitivity to personal information
- Demonstrates problem solving skills.
- Demonstrates excellent organizational and project management skills and ability to balance competing priorities, complex situations and tight deadlines.

- Demonstrates exceptional attention to detail with a high level of organized and analytical thinking

**Preferred Qualifications:**

- Experience in higher education, or an industry that requires event planning, or marketing

**Pay and Benefits**

Salary for the position is competitive and expected to be up to \$44,674 commensurate with experience and equity. William & Mary offers our employees a full array of benefits including retirement, health insurance with options for expanded dental and vision along with group and optional life insurance with coverage for spouse and children, flexible spending accounts, and an EAP (Employee Assistance Program). Our employees enjoy additional university benefits such as educational assistance, professional development, wellness benefits, and a robust holiday schedule. All employees have access to fitness facilities on campus. Staff members also have access to the university libraries, and much more. To learn more, go to:

<https://www.wm.edu/offices/hr/currentemployees/benefits/index.php>.

**How to Apply**

For consideration to this opportunity a cover letter, resume, and application must be submitted by visiting <https://jobs.wm.edu/postings/42626>. about this posting can be sent to [masonhr@wm.edu](mailto:masonhr@wm.edu).

**EEO Statement**

William & Mary values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. The university is an Equal Opportunity/Affirmative Action employer and encourages applications from women, minorities, protected veterans, and individuals with disabilities.