

POSITION DESCRIPTION

Job Title: Special Events and Alumni Relations Specialist
Department: Advancement
Reports to: Chief Advancement Officer
FLSA: Exempt
Location: On-Site
Updated: January 2025

Kuyper College is in search of an energetic and dedicated Special Events and Alumni Relations Specialist. This role is crucial in leading our efforts to engage donors through special events and in nurturing long-term, meaningful relationships with our esteemed alumni. The successful candidate will be responsible for managing the pre-planning of special events, coordinating with the Advancement Team to develop sponsorship packages, site selection, vendor coordination, volunteer management, and day-of-activity oversight. A significant part of this role will be dedicated to enhancing alumni engagement, a key aspect of our mission.

Duties and Responsibilities:

1. Develops, in coordination with the CAO, a written master plan and calendar for the annual special event calendar, including detailed plans for the Gala, International Golf event, Legacy Lunch, and Scholarship Dinner.
2. Organize alumni-focused events such as reunions, networking opportunities, and regional gatherings and oversee the planning of Homecoming.
3. Maintain an up-to-date alumni database, tracking professional achievements, interests, and engagement levels, and work with the communications team to showcase and spotlight alumni achievers.
4. Recruits and coordinates alumni volunteers for mentoring, speaking engagements, and admissions support.
5. Works with the Executive Team to develop ways to recognize outstanding alumni in their contributions and achievements.
6. Skilled at building and maintaining relationships with diverse stakeholders, including individuals, businesses, local high schools, and churches. Cultivates donor relationships from their beginnings throughout stewardship.
7. Ensures proper donor recognition and expressions of gratitude.
8. Coordinates fundraising-focused special events and supports the Office of the President on special events related to this office.
9. Carefully manages the budgets of special events, ensuring a high level of fiscal responsibility.
10. Familiarizes themselves with other roles in the office and develops a strong working relationship with team members.
11. As a key member of the communications team, the Special Events and Alumni Relations Specialist will play a significant role in promoting Kuyper events to the public. This role is instrumental in shaping the public image of Kuyper College and increasing awareness of our activities.
12. Other duties as assigned, which may include but are not limited to, assisting with other Advancement Department initiatives and supporting the Office of the President on special projects.

Desired Qualifications:

Education:

- A minimum of a bachelor's degree or four years related experience or equivalent combination of education and experience.
- Proficient with Google and Microsoft Office platforms.

Other Experience:

- Experience working in a nonprofit organization is ideal, including various forms of fundraising and how to use special events to raise money.
- The ideal candidate will have a strong background in special event planning and an organized nature needed to juggle multiple projects and activities simultaneously. Strong communication and organizational skills are paramount in this role, as the successful candidate will be coordinating with various stakeholders and managing complex event logistics.
- Possess exceptional oral and communication skills.
- Proficient with Google and Microsoft Office platforms.
- Able to regularly adjust strategy in response to trends.
- Must be an independent and strategic thinker capable of understanding the full scope of projects while seeing individual tasks through to completion.
- Must be project-oriented, able to handle several tasks simultaneously, and prioritize multiple tasks under pressure while managing deadlines well.
- Able to work as part of a team while taking ownership of personal tasks.

Qualities:

- Attention to detail
- Time management
- Adaptability
- Dependable
- Flexible
- Professional in appearance and presentation
- Personable, able and willing to work with others, possible outside their comfort zone
- Strong communication skills both verbal and written

Interested applicants should apply at hrapplications@kuyper.edu with a cover letter and resume.

Please visit our website at www.kuyper.edu

Thank you for your interest in Kuyper College!