

## **Alumni Engagement Coordinator**

This position provides support to all activities of the alumni relations program as part of the overall Office of Development and Alumni Relations (ODAR) at Cranbrook Schools. As part of the development team, this position is integrated into fundraising efforts with a focus on alumni engagement. This position plays a significant role in the coordination of efforts to cultivate, engage, recruit, support, and steward Cranbrook Schools alumni. The Coordinator will be responsible for developing, managing, and implementing the programs that connect alumni to the Schools; assisting in the development and execution of a successful communications strategy with alumni across all platforms and social media; providing administrative support to the directors in the ODAR; working with the Assistant Director of Annual Fund for Alumni and Major Gift Officer to ensure alumni contact and programming is coordinated, and assisting with other department projects as needed. **Requirements:** Bachelor's degree in a related field and/or significant experience in constituent relationship management, public relations, or non-profit administration. A minimum of 3 years' experience demonstrating expertise in alumni engagement or constituent relationship management, or similar skills/experience. Strong project coordination skills with the ability to move multiple projects forward simultaneously. Experience with event planning. Strong communication skills, with ability to articulate ideas clearly and concisely in written and oral format. Strong proofreading skills. Advanced proficiency in Microsoft Office programs and experience with desktop publishing programs. Familiarity with website administration tasks. Experience maintaining information management processes and standards. Social media marketing experience and fluency in digital performance metrics. Experience in the development of digital marketing strategies and fluency with video and digital photography are desirable. Ability to work irregular or flexible hours related to the alumni engagement calendar. Strong interpersonal skills and ability to work with diverse constituencies and volunteers. Sensitivity to Cranbrook Schools' mission-specific objectives and purposes. In-depth knowledge of various word processing, spreadsheet and CRM database software applications. Experience with budgetary reporting and contractual arrangements. Ability to collaborate and work with internal colleagues and external vendors regarding contracts and invoices. Organizational skills such as scheduling appointments, coordinating calendars, and arranging meetings and preparing associated materials. Requires a valid Michigan driver's license with satisfactory driving record.