

Posted: 07/31/2018

Salary range: \$36,028.00-\$40,032.00

Status: Full-time



The College of Idaho invites applications for an **Alumni and Parent Relations Coordinator**. The Alumni and Parent Relations Coordinator provides assistance to the Director of Alumni & Parent Relations with particular responsibilities for College Relations activities involving cultivating and stewarding alumni through personal meetings, various communications, events, and strategic programming to include young alumni, the Half-Century Society, Homecoming, reunions, affinity groups, etc.

Essential Functions

- Cultivate significant alumni/parent/student contact and engagement. Embrace a leadership role in Alumni and Parent Relations (along with director) to identify, cultivate, and maintain relationships with alumni and parent constituents so they will become long-term partners with The College of Idaho. Conduct at least 50 visits per year with alumni/parents/students representing our diverse group and send personal thank you notes to each. Complete the officer tracking form on a regular basis to note purpose and results of each visit. Strategically collaborate with campus leaders and college relations staff.
- Coordinate communications strategy for Alumni and Parent Relations. Maintain and manage a strong communications program using a variety of mediums, including electronic and printed publications and a variety of social media platforms. Maximize the flow of information to alumni and encourage alumni communication with the College. Use Almbase and other programs as needed to guide communications with alumni.
- Assist with Alumni, Parent, Student Relations events. Help to plan, implement, and increase engagement for diverse alumni, parent, and student groups. Before events: help secure venue and catering when appropriate; invite alumni/parents via phone calls, personal visits. During events: welcome and greet alumni of all ages, make a concerted effort to visit with each; facilitate connections among the group; express gratitude and value added for their attendance. After events: work with alumni relations staff to create an event attendance list; track numbers at each event; make appropriate notes in officer tracking forms.
- Assist with general office administrative tasks. Present a consistently positive and enthusiastic perspective; maintain a professional work area; provide a high-touch, customer-friendly response to questions, concerns and requests for information from alumni. Diligently communicate with other members of the college relations staff with all information pertinent to best meeting the needs of constituent groups and the College. Provide support to work study students.
- Thrive in an atmosphere that requires flexibility and a clear focus to the goal, self-initiative and constant collaboration, sincere attentiveness to every stakeholder, and a talent for maximizing diverse job tasks.
- Contribute to the team success through actions, attitude, and results.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities

- Proficient in the use of Microsoft Office Suite, database software, and internet applications
- Excellent communication skills, both oral and written, in English
- Demonstrated ability to cultivate working relationships with College staff, faculty, administration, constituents and volunteers
- Ability to maintain an exceptional level of customer service
- Must be able to establish meaningful relationships with prospective students, parents, and alumni of varying ages.
- Must possess a strong work ethic and unquestioned personal integrity; ability to handle a constituent's personal information with extreme confidentiality

- Must be high-energy, goal-oriented, and possess excellent interpersonal skills
- Must be able to coordinate multiple priorities and meet established deadlines
- Ability to see “the big picture” and manage multiple components to ultimately reach established goals.
- Possess excellent organizational skills
- Must be self-motivated and able to complete projects efficiently and to a high standard of quality.
- Detail oriented while adhering to guidelines, performance standards and policies

Qualifications

- Bachelor’s degree required.
- Two years of experience in the areas of marketing and customer relations
- Must be able to work non-traditional hours such as weekends and evenings.
- Working knowledge of computer programs such as Ellucian (Datatel), Benefactor, Harris Connect programs including Community Connections (Facebook application) and the Online Directory. Informer reporting experience preferred.
- Preference will be given to College of Idaho alumni
- Possession of a current valid driver’s license; vehicle insurable with a good driving record in accordance with The College of Idaho’s vehicle policy.

The College of Idaho values personal attention and collegiality, thus a familiarity with and understanding of a small and residential campus are highly desirable. A sincere interest in students, excellent communication skills, and support of the College’s mission are also required.

Founded in 1891, The College of Idaho is the state’s oldest private college. The C of I has a national reputation for academic excellence and for preparing successful graduates, including seven Rhodes Scholars, three governors, four NFL players and countless business leaders and innovators. The College is located on a beautiful campus in Caldwell, a community of 50,000 located in Idaho’s vibrant Treasure Valley. Campus is just 30 minutes from downtown Boise, a thriving city with a multitude of dining and entertainment options including the Idaho Shakespeare Festival, the Boise Philharmonic Orchestra, professional sports and more. The area also offers world-class opportunities for hiking, camping, fishing, skiing, mountain biking and whitewater rafting.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of the contract without sponsorship from The College of Idaho.

To apply please submit a cover letter addressing qualifications for the position, a resume, and the names and contact information of three references, two management and one professional, to hr@collegeofidaho.edu. Application review will begin August 15, 2018. Applications will be accepted until suitable candidates are selected. To learn more about The College of Idaho, please visit www.collegeofidaho.edu.

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce.