Alumni Engagement Coordinator

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Alumni Engagement Coordinator

Alumni Affairs & Development

Temporary full-time from December 6, 2021 to December 2, 2022
Hiring #: 2021-0621

Please read the Application Instructions [1] before applying

This position of Alumni Engagement Coordinator is an opportunity to join a high-performing team of passionate professionals at the University of Guelph, one of Canada’s leading comprehensive research-intensive universities.

The department of Alumni Affairs and Development (AA&D) advances the mission of the University of Guelph by raising private support and building relationships with a broad range of stakeholders ranging from alumni and friends, to corporations and foundations. As a member of the AA&D team, the Alumni Engagement Coordinator epitomizes the department’s shared values of respect, empowerment, integrity, appreciation and forward focus.

Reporting to the Associate Director, Alumni Advancement, the Alumni Engagement Coordinator is responsible for supporting and coordinating logistical and relationship activities for alumni reunions, engagement opportunities and events, including Alumni & Reunion Week. Annually, Alumni & Reunion Week engages over 1,100 attendees during our reunion weekend across in 60+ individual activities and events and 40+ reunions and celebrations. More specifically, responsibilities of the Coordinator include:

- Coordinating and participating in the Alumni & Reunion Week Executive and Core Committees
- Coordinating and supporting the annual cycle of reunion planning activity, participating in overall reunion strategy in collaboration with AA&D team members and attending reunions as required
- Updating and maintaining event critical paths for Alumni & Reunion Week activities
- Supports inquiries and opportunities to engage alumni and classes in reunion activity, including discovery/identification and stewardship calls
- Supporting the coordination of reunion details and ensuring that finalized event information (event details and hospitality information) is consistent across various communications channels (print, web, registration forms)
- Supporting Alumni & Reunion Week logistical tasks related to alumni registration, campus transportation, building access needs, and physical resources
- Managing inventory and orders with vendors
- Coordinating invoice fulfillment
- Coordinating class reunion newsletter fulfillment and class list requests
- Supporting AA&D & volunteer staffing and training for Alumni & Reunion Week
- Seeking/securing Alumni & Reunion Week sponsorship, including benefits fulfillment and stewardship
- Tracking reunions in CRM, including creating reunion modules and ensuring registrations are up to date
- Managing correspondence through our central reunions@uoguelph.ca [2] email account
- Supporting centralized alumni programming including life-long alumni learning webinars and courses
- Supporting other associated duties as assigned.

Requirements for this role include:

- Undergraduate degree or college diploma, with preference given to demonstrated commitment to
professional development, relevant diploma or equivalent combination of education/experience

- A minimum of three (3) years of experience in alumni relations, fundraising and/or non-profit program management with a proven track record of success
- Proven ability to work independently, and to assess priorities in a demanding work environment with tight timelines
- Ability to multi-task
- Excellent organizational skills and attention to detail
- Superior interpersonal, verbal and communication and client service skills
- Competent at problem solving and decision making
- Ability to exercise good judgement, tact and diplomacy
- Appropriate discretion with confidential material
- Proficient use of Microsoft Office Suite and donor databases and/or CRM systems
- Experience in event coordination is an asset.

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

Classification: USW, Local 4120 Salary Band 4
Normal Hiring Range: $23.83 - $26.63 per hour

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2021 11 15
Closing Date: 2021 11 22