

**Alumni Engagement Coordinator**

**The South Dakota Mines Center for Alumni Relations and Advancement (CARA) is seeking an Alumni Engagement Coordinator to be based on campus in Rapid City, SD. Reporting to the Director of Alumni Relations, this full-time position implements programs to engage alumni and current students.**

**Key Responsibilities:**

* Assist with planning and executing alumni gatherings including socials, networking, reunions and homecoming events.
* Assist with activities related to programming for alumni and students.
* Work closely with the Database Administrator to help maintain the alumni database, create events, process registrations, update records and run queries and reports.
* Serve as a resource for alumni inquires and communications by phone, email and social media.
* Work closely with the Director of Stewardship and Communication on social media, website and alumni communication.
* Assist in overseeing the organization and inventory of Alumni Relations supplies, such as archival materials and promotional items.
* Make alumni, friends and students feel welcome at the Pearson Alumni & Conference Center.
* Other tasks as assigned by supervisor.

**Qualifications**

* Communicate information clearly and concisely in person, via email, via telephone and via social media, exercising tact, patience, discretion, and professionalism.
* Provide outstanding customer service for internal and external constituents.
* Database management, with experience in Blackbaud, specifically Raiser’s Edge, preferred.
* Proficiency in Microsoft Office products, specifically Word and Excel.
* Strong organizational skills with the ability to set priorities and to manage multiple projects.

**Additional Requirements**

This position requires a bachelor’s degree and experience working in a university or nonprofit setting. Flexibility to work some evening and weekends based on events and the needs of the organization. Strong ties to or a graduate of South Dakota Mines is ideal, but not required.

**To apply send cover letter, resume and three references to:** **Nancy Beets** at **Nancy.Grunden-Beets@sdsmt.edu**. Position will be open until filled, but resumes will be reviewed immediately. No in person inquiries or phone calls, please.

**About the South Dakota Mines Center for Alumni Relations & Advancement**

CARA is committed to recruiting and retaining a diverse workforce and offers an excellent comprehensive benefits package including paid medical, dental, vision, disability and life insurance for our employees; family medical, dental and vision coverage is available, but paid by employee; retirement plans; paid holidays; and a generous paid-time-off allowance.

**Mission:**

We promote the traditions, interests, influence and reputation of South Dakota Mines among alumni and friends through meaningful engagement and by inspiring and stewarding philanthropy.

**Vision:**

We will be a global network of alumni and friends who advance the prominence of South Dakota Mines.

**Values:**

* **Collaboration**: We work toward common goals with each other, the University, and stakeholders.
* **Tradition**: We celebrate the traditions and legacies that connect us as a South Dakota Mines family.
* **Excellence**: We are committed to the highest quality in all we do.
* **Diversity and Inclusion**: We value the diversity of unique backgrounds, experience, perspectives, and talents within our community and among our alumni and friends.
* **Stewardship**: We operate with integrity and transparency as excellent stewards of the resources entrusted to us.

*CARA does not discriminate on the basis of sex, race, color, creed, national origin, ancestry, citizenship, gender identification, transgender, sexual orientation, religion, age, disability, genetic information or veteran status in employment or the provision of service.*