



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

Assistant Vice President, Alumni & Donor Relations

Are you an experienced development professional? Do you enjoy building and stewarding relationships? You might be a perfect fit for our AVP, Alumni & Donor Relations position. This position will oversee and expand upon a metrics-based and donor-centric team who are responsible for developing and implementing strategies to identify, cultivate, solicit and steward major, planned and estate gifts.

Our Idea of a Perfect Candidate:

- An intentional and supportive approach to supervising and managing the major, planned and estate gifts team.
- Ability to represent a values-centered, women's college and work effectively with administrators, faculty, alumni, friends, donors, and corporate executives.
- Demonstration of being a strategic leader who is energetic, driven, collaborative and supportive.

Our Ideal Candidate's Education and Experience Include:

- Bachelor's degree and a minimum of five years' experience of demonstrated success in development or sales preferred. Master's degree preferred.

This Position's Responsibilities Include:

- Assist in writing the annual fundraising plan to include objectives and strategies to achieve the University's fundraising goals.
- Strengthen the department's policies, processes and procedures to help align donors' philanthropic interests with various priorities across campus.
- The ability to use data and metrics to set goals and to make informed decisions.
- Participate in community events in order to build and enhance relationships to expand the donor base and increase the University's visibility in the metro area.
- Actively engage in a portfolio of 90-110 major donors and prospective donors.

Why You Want to Be on This Team:

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- CSM is committed to supporting the work-life balance of its faculty and staff.

Application

Please have a resume, cover letter, and contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: [Assistant VP, Alumni & Donor Relations](#)

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.