

Development and Alumni Coordinator

Do you have the ability to create and embrace a centralized approach to Alumni Relations and Development campaigns across campus? Are you able to cultivate and retain a culture of alumni participation and support? Are you committed to a culture of innovation and improvement? Are you experienced with fundraising and event planning?

If this sounds like you, read on, we would like to hear from you.

The **Development and Alumni Coordinator** assists the Executive Vice President in executing and achieving the goals and objectives of the Office of Institutional Advancement's annual fund raising & development campaigns. The position includes working with the alumni to maintain positive relationships and public image for the College. The position also maintains classified ad website, donor files, records, correspondence, and local community contacts.

ESSENTIAL FUNCTIONS:

Development

- Develop and implement annual development plan/strategy to increase annual fundraising and fundraising opportunities.
- Ensure that TCC maximizes opportunities, meets its goals, and significantly grows funding while building long-term sustainability.
- Strategically build and manage donor portfolios by mapping out a path to goals and designing and implementing donor engagement plans, thus building strong donor relationships, increasing donor renewal and upgrade rates, and expanding the donor base.
- Produces excellent donor interactions and communications (i.e., meetings, events, newsletters, grant proposals).
- Plan and coordinate fundraising events such as TCC's annual Gala and Golf Tournament.
- Ensure that constituents are informed of engagement opportunities through email blasts, social media, and other marketing/communication efforts.
- Represent Texas Chiropractic College at various community meetings, with funders, and in regional and national workshops and conference.
- Create acknowledgement contribution receipts and "thank-you" letters to donors and others.

Alumni Relations

- Develop and implement plan to increase alumni engagement with regards to donations, student referrals, and networking opportunities for current students.
- Establish and build relationships with a wide range of alumni: locally, regionally, nationally, and internationally; maintain regular communication with alumni via direct contact, email blasts, alumni web pages, e-newsletters, print publications, and social media; effectively track alumni engagement, reporting regularly on progress and results.
- Maintain the classified ad website so all ads are approved timely and meet the standards of TCC's mission statement.
- Maintain a strong and productive working relationship between alumni office and enrollment services staff and appropriate student leaders to educate current and graduating students about alumni benefits and engage them in programs.
- Sustain, enhance, and plan the growth and accessibility of career development and networking services for alumni and students through special events (e.g., homecoming, reunions, etc.) and various continuing education opportunities that connect alumni to for-credit programs, certification, and training programs, or programs that simply respond to intellectual interest or curiosity.

- Plan, implement and promote alumni programs that support the Institution's strategic plan as well as the goals of the Annual Giving Program.
- Represent Texas Chiropractic College at local, regional, and national chiropractic conventions.

Other Functions

- Maintain updated and accurate database of donors.
- Maintain updated and accurate database of alumni.
- Other duties as assigned.

EXPERIENCE, EDUCATION AND TRAINING:

The position requires a bachelor's degree, or a minimum of three years proven experience in a professional fund-raising environment. Ability to make the case for support and to present it effectively to prospective donors, working well with faculty, staff, and volunteers, with an emphasis on meeting goals and deadlines. Sensitivity to the needs of a variety of constituencies; and the ability to articulate the vision, mission and objectives of the college are considered essential. Maintain the strictest confidentiality concerning donors, students, and Alumni.

Ability to sustain a high level of enthusiasm and energy, professional appearance and conduct at all times. Time management and organizational skills are required. A commitment to the goals of chiropractic education and the chiropractic profession. Proficient to advanced experience with Microsoft Office products, and other support software programs. The ability to function and perform assigned duties with minimal supervision.

JOB CONDITIONS:

Standard 40-hour work week in the office. Ability to travel and work evenings and weekends as needed.

PHYSICAL & MENTAL REQUIREMENTS:

- Extended periods of time working on a computer.
- General, verbal, and numerical intelligence.
- A high degree of concentration and ability to focus, and attention to detail is required.
- Ability to work well with a diverse group of volunteers, staff, faculty, and administration.
- Ability to work well under pressure & meet deadlines.

SALARY: \$40,000

Texas Chiropractic College is focused on providing a culture of Diversity, Equity and Inclusion for our students, faculty, and staff. The college is an equal opportunity employer and will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy, sexual orientation, and gender identity), national origin, disability, age, genetic information, status as protected veteran, or any other status protected under applicable federal, state, or local laws.

To apply:

Send your resume and cover letter to:

Sue Arnold, Director of Human Resources

5912 Spencer Hwy TX 77505

sarnold@txchiro.edu 281-998-6003