



Alumni Engagement Coordinator – Portland

Hours: 40 hours/week (1 FTE)

Accountability: V.P. of Advancement

Position Summary: The Alumni Engagement Coordinator is a pivotal role within the Advancement team, dedicated to fostering a vibrant, lifelong community among Western Seminary's graduates. This position is responsible for executing high-impact programs, managing volunteer networks, and supporting the seminary's broader alumni fundraising and strategic engagement goals.

Essential Duties/Functions:

- Responsible for partnering with staff on implementing various alumni programs, reunions, engagement, gatherings, and alumni-to-alumni opportunities.
- Assist in meeting established fund-raising goals and objectives for the department and the seminary.
- Coordinate alumni programs and fundraising events.
- Recommend and implement strategies for strengthening alumni engagement and financial support.
- Oversee the implementation and management of assigned programs, which include the recruitment and coordination of a volunteer alumni base.
- Maintain and update the alumni database to track engagement, event attendance, and donations.
- Craft and send newsletters, emails, and other forms of communication to alumni.
- Work closely with marketing and other departments to align alumni relations strategies with organizational goals

Outcomes:

Alumni comprise the largest segment of donors for Western Seminary. Donations and gifts allow Western to serve more students, offer scholarships, and provide ongoing financial sustainability for the organization. Every member of the Advancement team must create effective opportunities for alumni and donors to engage and support the mission in measurable ways.



Qualifications:

- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.
- Education/ Experience: Bachelor's degree in Communications, Nonprofit Management, Theology, or a related field is required.
- 3+ years of professional experience in alumni relations, event management, or fundraising is required.
- Experience with CRM databases (e.g., Raiser's Edge, Salesforce) and email marketing platforms is preferred.
- Communication: Exceptional writing and public speaking skills, with the ability to engage diverse audiences ranging from recent graduates to senior clergy and donors.
- Organizational Skills: Proven ability to manage multiple projects simultaneously with close attention to detail and a goal-oriented mindset.
- Occasional travel may be required for regional alumni gatherings.
- Ability to work some evenings and weekends for reunions or special events.