

Student and Young Alumni Engagement Coordinator Worcester Polytechnic Institute

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Posted Oct. 7, 2024, set to expire Feb. 1, 2025

Job Title Student and Young Alumni Engagement Coordinator
Department Engagement & Alumni Relations
Institution Worcester Polytechnic Institute
Worcester, Massachusetts

Date Posted Oct. 7, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff
Coordinator

Academic Field(s) Alumni Relations

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Job Description

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JOB TITLE

Student and Young Alumni Engagement Coordinator

LOCATION

Worcester

DEPARTMENT NAME

Engagement & Alumni Relations

DIVISION NAME

Student and Young Alumni Engagement Coordinator Worcester Polytechnic Institute

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Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

With considerable latitude and room for independent judgment, this position develops and implements an entire strategic plan and budget for Student and Young Alumni fundraising in direct support of our institutional priority to increase alumni participation in giving. Serves as a main contact point for student fundraising initiatives, including the Class Giving program, Student Alumni Society and Student Philanthropy Advisors, and assists with creating and developing a comprehensive strategy to increase young alumni giving.

WPI is passionate about creating an inclusive workplace that promotes and values diversity. We are looking for candidates who can support our commitment to equity, diversity, and inclusion.

The is an on-site position with a salary range of \$44,200 - \$54,100, depending on experience.

JOB DESCRIPTION

Responsibilities:

- In partnership with the Director, develop and implement a comprehensive young alumni program that advances WPI's role as a top philanthropic choice for alumni during their first ten years after graduation. Creatively engage, cultivate, solicit, and steward recent WPI graduates.
- Recruit, train, and manage volunteers on WPI's GOLD Committee. Partner with the committee to plan and implement events and programs to engage GOLD alumni.
- Works with University partners, with a specific focus on partnership with Alumni Relations and Student Life, on various fundraising initiatives. Build/maintain relationships with various University partners who can help communicate young alumni marketing needs and strategize how they can impact the overall campaign goals to increase young alumni giving participation.
- Cultivate and mobilize as needed an active, engaged and diverse base of volunteer support for student and young alumni programs through personal contacts and ongoing relationship management; coordinate placement of volunteers in appropriate opportunities; effectively communicate with and steward volunteers.
- Continue to develop and implement a comprehensive class giving program. Working in collaboration with other WPI departments including Student Activities Office, class giving will

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educate students on philanthropy and solicit gifts across each class.

- It will culminate during senior year with a widespread and thoughtful plan to increase giving and lead to meaningful engagement post-graduation.
- Provide a template and guidance on marketing materials, including print pieces, emails, and social media platform management to help class boards raise funds and educate peers on philanthropy. Oversee stewardship of student donors. Attends in-person donor/stewardship events as needed.
- Serve as advisor for Student Alumni Society averaging between 40-60 members including an exec team of 8-10. Serve as liaison between campus partners and exec group. Assist with maintaining their budget, planning and execution of events. Act as a voice of reason and serve as a mentor to students and serve as a mandated reporter should circumstances warrant it.
- Serve as advisor for the Student Philanthropy Ambassadors. Recruit and train a group of 10-15 students to serve at a high level for donor meet and greets, write stewardship and thank you messages to donors and fill other roles as needed.
- Participate in outreach and solicitation efforts as needed, in support of annual giving programs and goals; may include efforts such as LYBUNT renewal, year-end giving, recurring gift renewal, and encouraging participation in Giving Day or other crowdfunding programs.
- Build and run Salesforce reports to monitor and analyze annual giving performance metrics such as participation, retention rates, reactivation rates, and pledge fulfillment for student and young alumni fundraising programs, and in support of other annual giving programs as needed. Execute and manage alumni reporting requests from campus constituents.

Requirements:

- Bachelor's Degree in related field.
- 2 years of experience in fundraising and/or marketing, preferably in an education setting or experience in Student Activities Office.

Please include a cover letter with a resume for consideration

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FLSA STATUS

United States of America (Exempt)

WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Student-and-Young-Alumni-Engagement-Coordinator_R0002961

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

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Contact

N/A

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