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EMPLOYMENT LISTING

Alumni & Field Relations Program and Events Manager

Principia School, St. Louis, MO

Summary: The Program and Event Manager will be instrumental in enriching the quality of the programs and support associated with Alumni & Field Relations and increasing participation of alumni, friends and students with Principia events and activities in the field and on campus.

You will be able to balance working autonomously with executing assigned projects and collaborating with the team. You will be responsible for coordinating, implementing, and planning Principia's Alumni & Field Relations activities and programs, with direction from the Senior Director of Alumni & Field Relations. You'll help organize and coordinate a range of alumni activities on and off campus and Principia Club activities with the goal of advancing Principia's relationships with alumni, volunteers, friends, and students. With your superb customer service skills, you'll meet the needs of alumni and friends and strengthen their relationship with Principia. Full-time, 12-month position.

Primary Responsibilities*

- Leads the planning and execution of specific Alumni and Field Relations activities
- Works directly with the Senior Director of Alumni & Field Relations to understand annual strategy, project plans, and priorities and provide instrumental input and support
- Partners with others on the Alumni & Field Relations team to complete specific tasks or assignments, including planning, project management, and execution in a timely and professional manner
- Coordinates event invitations, including coordination with volunteers
- Coordinates and assists in planning assigned Alumni & Field Relations events on and off campus
- Serves as a voice to Principia and is responsible for providing excellent customer service, including well-articulated and timely communications with alumni, friends, volunteers, and students
- Develops connections and networks with a wide range of people, from current students to long-standing alumni

- Participates as a campus partner in fundraising, student and staff recruitment, and career networking
- Supports Advancement Department activities and events, as needed

Core competencies:

- Project Management - Develops project plans, coordinates projects, holds team members accountable to deadlines and commitments
- Initiative - Undertakes self-development activities; takes independent actions and calculated risks
- Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas
- Interpersonal - Maintains confidentiality; able to connect with a wide range of people; demonstrates a willing and consistent spirit in action
- Oral and Written Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; writes clearly and informatively
- Team Work - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; contributes to building a positive team spirit; puts success of team above own interests;
- Initiative – Volunteers readily; takes independent actions and calculated risks; asks for and offers help when needed
- Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values
- Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events; coachable and receptive to constructive feedback

Minimum Qualifications:

- Active (or pending) membership in the First Church of Christ, Scientist and/or in a Journal-listed branch church or society of the First Church of Christ, Scientist
- Christian Science class instruction required, but can be obtained within a reasonable period
- Willingness to turn readily to God for guidance
- Associates degree or higher

- Minimum of 5 years' experience in event planning, coordination and execution or relevant field
- Experience in project management
- Experience working with volunteers preferred
- Working knowledge of Microsoft Office Suite required; familiarity with InDesign and Adobe Creative Suite preferred
- Willingness to occasionally travel, work some weekends, and occasional long/irregular hours during special events and reunions (on and off campus) as needed
- Enthusiastic commitment to and understanding of Principia's Purpose and Policies, as well as the Advancement objectives

Don't meet every single requirement? At Principia, we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

*The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities and are subject to change at the discretion of the employer. Additionally, they do not establish a contract for employment.

For more information: www.principia.edu/jobs;

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