Staff Vacancy Announcement

Events & Alumni Coordinator (Events/Promo Coordinator II)

**Department:** Development  
**Position Appointment:** 12 month position  
**Wage:** $13.628-$15.00 per hour plus full benefits package  
**Union Affiliation:** Montana Public Employees Association  
**Posting Date:** October 2016

**Description**

As part of the Montana Western Foundation, Development Office and Alumni Office, the Events/Promo Coordinator II performs a broad spectrum of support to assist in achieving the mission of the foundation and alumni offices.

The Events/Promo Coordinator is responsible for planning and implementing certain special events and promotional activities to support Alumni Affairs and Development programs of the University. The Events/Promo Coordinator functions as a first point of contact with excellent customer service skills for a diverse group of internal and external constituents, thrives in a fast paced, dynamic environment and can perform all duties and responsibilities while maintaining a positive and professional attitude.

**The Successful Candidate will**

Perform all functions around events; planning, marketing, oversight of volunteers, staff and contract professionals in the management of events; event budget management which includes but is not limited to, reporting of event income and expenses. Special events may include alumni/donor engagement or fundraising events. Develop new ideas for events and promotions to involve the broad base of alumni and friends of the university. Assist with the coordination, research and development of stories for the alumni e-news. Assist with the development of regional alumni chapters. Assist with recruiting, organizing and training of alumni leaders and volunteers for regional alumni chapters and a student alumni association. Disseminate information to alumni/donors via newsletters, email blasts, mass emails and through other means of communication such as social media. Assist with updates of alumni/donor database as needed, includes entering the amounts and types of donations and/or activities of each alumnus/donor in the database. Perform special projects as assigned by the Executive Director.

**Required Qualifications**

- Associate’s degree
- A minimum of two (2) years of work experience in event planning, fundraising, marketing or relevant experience.
- Demonstrated competence using personal computers and various software such as Word processing, Excel, Database, PowerPoint, Outlook and Internet.
- Demonstrated competence organizing and prioritizing multiple work assignments, meeting deadlines and exercising adaptability to changing priorities while maintaining a positive, effective, and professional attitude
• Ability to travel on occasion and to work evenings and weekends as necessary.

Preferred Qualifications
• Bachelor’s Degree
• Ability to work independently with minimal supervision and take a great deal of initiative.
• Experience in event/program planning to include coordination, cost projections and tracking invoices and receipts.
• Ability to communicate effectively, both verbally and in writing.
• Successful experience in a “first point of contact” role (communicate in person and via phone/email with donors, alumni, staff, students, parents, vendors and visitors.)

Applications
To be considered for this position, please submit a cover letter, a resume and the names and contact information of three professional references to:

Roxanne G. Engellant
Executive Director
University of Montana Western Foundation
710 South Atlantic Street
Dillon, MT 59725
(406) 683-7305
roxanne.engellant@umwestern.edu

Applications may be submitted either via email or standard mail. Review of applications will begin November 15, 2016 but the position will remain open until filled.

The University and Dillon Area
The University of Montana Western, located in Dillon, Mont., is an innovative institution nestled in a scenic valley in the Rocky Mountains of southwestern Montana. The campus Full-Time Equivalent (FTE) for student enrollment is approximately 1,418. Montana Western has over 60 FTE faculty members, features small classes for all students and has been recognized for excellence by U.S. News and World Report. Montana Western’s small size and focus on education innovation have earned it the reputation of being a place where faculty and staff choose to collegially and creatively make a difference in the education of students. Montana Western is the first and only public four-year college in the nation to use block scheduling in which students take a single class at a time. This immersion learning program facilitates increased opportunities for experiential types of learning.

The mission of the University of Montana Western is to provide innovative interdisciplinary education through experiential learning that combines theory and practice. Montana Western services citizens of all ages with its academic, community service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility, and mastery of technology as a gateway to the world.

Dillon, a community of 5,000 people, is known for outstanding public schools, safe environments, recreational opportunities, and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans' or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for this position will be subject to a criminal background investigation.