



Coordinator of Alumni Relations

About Erskine College

At the heart of Erskine College is its Christian identity. The mission of Erskine College is to glorify God as a Christian academic community where students integrate knowledge and faith, equipped to flourish as whole persons prepared for lives of service, leadership, and influence through the pursuit of undergraduate liberal arts, graduate, and seminary education.

Description

The Coordinator of Alumni Relations at Erskine College and Theological Seminary (“Erskine”) is an essential role engaging alumni in meaningful and beneficial ways with the institution. This position reports directly to the Vice President for Advancement at Erskine College and Seminary.

Responsibilities

- Embrace, embody, support, and promote the mission of Erskine College and Seminary and the ARP Synod’s Philosophy of Christian Higher Education.
- Work with the Vice President for Advancement to promote strong and positive relationships between Erskine and its alumni on individual and group bases as appropriate.
- Foster positive relationships with individuals and alumni affinity groups.
- Coordinate with the Communications Department to develop and implement effective strategies to communicate with alumni and engage them meaningfully with Erskine.
- Plan and execute alumni events for Homecoming and Alumni Weekend.
- Plan and execute alumni gatherings in different geographical locations as determined by alumni involvement and interest.
- Partner with advancement staff to identify, qualify, and connect with alumni who have the capacity to support the institution financially.
- Participate with the advancement team to establish and meet alumni giving goals.
- Support the Alumni Association and its Board of Directors in promoting the institutional mission.
- Travel as appropriate.
- Occasional weekend and evening work required.

Qualifications

- Enjoy working with people on an individual and group basis
- Excellent written and oral communication skills
- Excellent presentation skills
- Ability to organize and prioritize projects
- Customer service orientation
- Attention to detail
- Ability to use Raiser’s Edge data base system
- Bachelor’s degree required (preferably from Erskine)

Application Process

To ensure full consideration, interested candidates should complete the online application, which can be found [here](#). In addition, please provide the following:

- Resumé
- Cover letter
- References (at least three)