Position Summary: The Division of University Advancement provides leadership in two significant ways that supports the university in fulfilling her mission, aims and goals. The first and primary focus is the engagement of her alumni, parents, students and friends, while the second focus is raising philanthropic support from these constituents. Both foci are necessary, critical and interdependent. The result is then is a stronger university that is positioned to fulfill her annual and on-going priorities.

Within the division, the Department of Alumni Relations, working in coordination with the Alumni Association, is responsible for engaging Catholic University alumni in a mutually beneficial and lifelong connection with each other and the University as they promote the priorities and welfare of The Catholic University of America. The department fulfills this mission through six primary areas: event/program planning; alumni and volunteer engagement; communications; member services; advancing the universities funding priorities and building relationships with alumni and donors.

The primary purpose of this position is to plan and execute programs and events for the Washington, D.C. metropolitan area, including the recruitment and support of alumni volunteers and event budget management. Additionally, this position manages all aspects of the alumni travel program, and the Alumni Awards program. This person serves as the liaison to alumni affinity groups and provides support for Cardinal Weekend program as needed. The incumbent also serves as a liaison designated offices/constituents; staff designated committees, and other duties as required.

Essential Responsibilities Include: Plan and execute events in the Washington, D.C. area, including the accompanying communications. Recruit alumni leaders and volunteers in the Washington D.C. area. Act as staff liaison to the Alumni Awards Committee of the Alumni Board of Governors; plan all aspects of the annual alumni awards ceremony. Support the Cardinal Weekend program as needed. Work with Alumni in chapter cities as needed. Attend board meetings and other key functions of the CUA Alumni Association. Work with the Office of Admissions to promote the Alumni Association at programs such as Odyssey Day and Orientation, and plan to new student send-off parties.

Minimum Qualifications: A Bachelor’s Degree, and at least one (1) year of experience working on events, whether it be planning, management, or execution. Experience in production of print and electronic media for targeted audiences is desirable. Must have excellent communications, organizational, and inter-personal skills. Attention to detail and ability to follow through on projects from conception and planning to implementation and evaluation is necessary. Working knowledge of Microsoft Office applications and ability to learn new software programs and functions. Possession of current and valid U.S. driver’s license appropriate to the type of university vehicle and an acceptable Motor Vehicle Driving Record (MVR) as stipulated in the Vehicle Guidelines and Procedures manual administered through the Office of Environmental Health and Safety. Annual clearance of MVR check through the Office of Environmental Health and Safety. Excellent oral and written communication skills. Ability to handle deadline pressure. Detail-oriented, ability to multi-task and excellent interpersonal skills.

How to apply: forward application, resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101711 in subject line of email. Applications close on 7/17/16.