

Job Level	Colorado Alumni Engagement Specialist	Professional Level II
Oversight Received	<ul style="list-style-type: none"> * Develop and execute meaningful engagement opportunities for alumni across Colorado and Southern Wyoming (excluding the Denver area and Fort Collins, and including Cheyenne/Laramie, Wyoming), to strengthen their relationship with CSU through participation in events, programs, volunteering, and virtual experiences * This position is based out of the Alumni Association office on the CSU Campus in Fort Collins, Colorado and reports to the Associate Director of Alumni Engagement. 	<ul style="list-style-type: none"> • Limited supervision through review of work product • Periodic monitoring of work
Problem Solving	<ul style="list-style-type: none"> * Develop concept, coordinate logistics, and execute alumni engagement events throughout Colorado (excluding Denver area) and Southern Wyoming * Makes budget and time management decisions in a way that yields the greatest results by developing analysis and finding solutions to workflow, finding the best approach to launch program/project, and determine readiness * Partner with Volunteer Program Specialist to include recruitment of alumni volunteers, create virtual volunteer engagement opportunities for alumni across Colorado, Colorado Ram Networks. * Manage \$50,000 program budget and comply with university financial policies. * Design and build targeted lists for engagement activities and communications using the alumni database, review lists for accuracy and alignment with engagement goals. * Develop and prepare monthly reports of engagement efforts and impact in Colorado areas with larger alumni populations; includes research, analysis, and recommendations for adjustments to strategy. 	<ul style="list-style-type: none"> • Applies concepts to resolve a variety of problems • Discretion to determine a course of action with review
Interaction/Communication	<ul style="list-style-type: none"> * Liaison with alumni volunteer groups across Colorado who plan events to support scholarship fundraising (i.e. golf tournaments, fundraising dinners, etc.). * Work with campus partners in the execution of collaboration events and programs * Establish and build relationships with a wide range of alumni throughout Colorado and southern Wyoming and identify opportunities for alumni to connect with the University through engagement efforts. * Collaborate with campus partners in the delivery of alumni programming, including, but not limited to the Office of Engagement, Extension, Admissions, colleges and advancement colleagues * Understand and apply knowledge of University Advancement alumni database in a variety of facets, including analysis of demographic data, program/event effectiveness, and return on engagement/investment. 	<ul style="list-style-type: none"> • Communicates to a broad audience that may be outside of occupational discipline
University Impact	<ul style="list-style-type: none"> * Responsible for managing meaningful alumni engagement opportunities for alumni throughout Colorado and Southern Wyoming, excluding the seven-county metro Denver area and Fort Collins. This position will build positive relationships with alumni as well as internal and external partners and create and manage meaningful engagement opportunities for alumni to strengthen their relationship with CSU. 	<ul style="list-style-type: none"> • Working knowledge of University policies and systems • Impact is on work team or department
Typical Education	<ul style="list-style-type: none"> * Bachelor's degree in business, communications, hospitality, or related field. 	<ul style="list-style-type: none"> • Bachelor's degree