

**Coordinator of Alumni Affairs  
(Development I)  
(Part-Time Position – 70% effort)**

**University of Pittsburgh at Greensburg  
Application Procedures and Job Duties**

**Application Procedures and Requirements:**

- Complete and submit a University of Pittsburgh Staff Employment Application form. This form can be found on our web site [www.upg.pitt.edu](http://www.upg.pitt.edu) (Employment).
- Submit a cover letter and resume.
- You may also apply directly through PittSource: [www.pittsource.com](http://www.pittsource.com). Select Position Number 0011839.
- Applications will be accepted until 5:00 p.m. on Monday, August 31, 2009 or until the position is filled. Completed packets may be mailed to or will be accepted in Room 103 Lynch Hall, 150 Finoli Drive, Greensburg, PA 15601 between the hours of 8:30 a.m. and 5:00 p.m., Monday – Friday.

***Only those candidates selected for an interview will be contacted.***

**Job Duties Include:**

- Must be flexible with work schedule. This position may require evening and weekend hours.
- Propose and implement plan for annual alumni giving and tele-fund campaigns.
- Execute strategies in support of cultivation, solicitation, and stewardship of gift prospects and donors.
- Monitor campaign for success and identify areas for improvement. Ensure all gifts are properly recorded.
- Participate with PGAA Board in strategic planning and execution of alumni initiatives. Develop and coordinate alumni special events. Provide administrative leadership for all alumni events.
- Coordinate the scheduling of weddings in the Campana Chapel. Act as liaison between the couple and Pitt-Greensburg.
- Act as advisor to the Pitt-Greensburg Student Alumni Association.
- Cultivate and establish relations with alumni through written and oral communications. Compose correspondence, presentations, reports, and promotional materials. Oversee content of alumni page on the Pitt-Greensburg web site.
- Work directly with the Director of University Relations and Institutional Advancement and the Oakland Alumni Relations staff.
- Other related duties as assigned.

**Education/Work Experience Requirements:**

- Bachelor's degree.
- One year of experience in fund - development.
- Must be creative, highly motivated and enthusiastic.
- Must have excellent written and oral/interpersonal communication skills.
- Position requires flexibility and may require evening and weekend hours.
- Attention to detail and timely follow-up skills are essential.

**Other Requirements:**

- Pennsylvania State Police Criminal Record Check.
- Valid PA driver's license with satisfactory driving history.
- Proof of college credentials.
- Three references, two of which must be professional in nature.

**Salary:**

- Salary commensurate with experience and qualifications.
- Generous University benefits package.

**Job No. 09-08-05**

*The University of Pittsburgh is an Affirmative Action, Equal Opportunity Employer*