

Burman University
JOB DESCRIPTION

JOB TITLE	Alumni Engagement Coordinator
DEPARTMENT	Alumni and Advancement
CATEGORY	<input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salary
CLASSIFICATION	IC 3
REPORTS TO	Director of Alumni and Advancement
LAST REVISED DATE	November 26, 2025

POSITION SUMMARY

The Alumni Engagement Coordinator, in conjunction with the Alumni and Advancement Director and team, is responsible for developing, supporting, and delivering programs and initiatives that strengthen alumni engagement with Burman University. The role focuses on relationship-building, event coordination, alumni chapter support, and maintaining alumni data and communications. The Coordinator plays a key role in fostering meaningful, ongoing connections with alumni, while collaborating with colleagues across campus to support institutional priorities. The Coordinator works closely with the Director and the Advancement Officer to align alumni engagement initiatives with donor stewardship and overall advancement strategies.

ESSENTIAL JOB FUNCTIONS

- Maintain, nurture, and build alumni relations with the University, including regional events (e.g., Chapter meetings, camp meetings, connection events). Travel is required and may include evenings and weekends.
- Work with the Director to manage regular, systematic contact with alumni through appropriate media.
- Manage and maintain accurate and up-to-date information on alumni in the database, including adding new graduates and attendees on an annual basis.
- Receive and respond to day-to-day alumni inquiries.
- Organize and oversee Alumni Chapters in various regions as determined by the strategic plan.
 - Keep and maintain records of membership for each Chapter group.
 - Coordinate with the Chapter leaders for member communications and promotional/recruitment activities.
- Facilitate communication and planning between the Department and local Chapter leaders as needed.
- Work with the Director to provide information and reports to the various constituencies of the University through appropriate media on a regular basis.
- Work with the Director to review and assess all alumni activities for effectiveness; determine and implement adjustments as deemed appropriate.
- Lead and collaborate with the Department, various campus entities, and the Alumni Council in planning and executing on-campus alumni events and activities (e.g., Graduation Weekend, Alumni Homecoming Weekend).
- Communicate and collaborate with alumni representatives and/or Chapter leaders in planning and executing alumni and/or Chapter events and activities (whether regional or on-campus).
- Collaborate with the Director in managing the alumni-related operations of the Department including budget-related activities, supplies and inventory, etc.
- Collaborate with the Department team to plan and execute financial award presentation-related activities and events (e.g., Awards Night).
- Serve as an ex-officio member of the Alumni Council as a departmental liaison by providing information, coordinating activities, and supporting alumni engagement initiatives, as assigned by

the Director.

- Other duties as assigned by the Director of Alumni and Advancement.

JOB STANDARDS AND REQUIREMENTS

EDUCATION

- Two (2) or more years post-secondary education or equivalent in a related field.

EXPERIENCE

- Two (2) or more years' experience in alumni relations or a related field.
- Experience with Burman University (e.g., as an alumnus/a or former student) is an asset but not required.
- Experience interacting with diverse groups and building positive relationships.
- Experience with CRM systems or database management an asset.
- Demonstrated successful track record in public relations an asset.
- Familiarity with the Alumni and Advancement activities of non-profit educational institutions.

SKILLS & RESPONSIBILITIES

- Communication and interpersonal skills including tact, diplomacy, and consideration are essential for mutual understanding and to encourage colleagues, volunteers, and others to participate and/or collaborate.
- Continuing education through appropriate media including trade periodicals and online and in-person opportunities is essential to keep abreast of current trends and best practices in the field.
- Critical thinking and decision-making skills are essential to address unexpected and unrelated factors and issues, make recommendations, and adjust strategies and actions to meet goals.
- Excellent verbal and written communication skills are required.
- Strong organizational skills are necessary.
- Computer fluency in Microsoft Office and customer relations management (CRM) software is required.
- Event planning skills are a strong asset.
- Must be willing to travel throughout Canada and occasionally other countries for alumni relation activities and events.

ADDITIONAL ATTRIBUTES

- A high level of integrity, confidentiality, and accountability.
- Energetic, self-motivated, flexible, and adaptable.
- Able to multi-task and work independently as required.
- A team player with an attitude of service.
- Manual dexterity required to use computer and peripherals.
- Ability to exert moderate physical effort (e.g., lifting and/or carrying up to 23 kg).
- Dedication to completing work and projects, with the flexibility to modify the work schedule as needed at various times (e.g., Alumni Homecoming Weekend).
- Dedicated and active member of the Seventh-day Adventist Church.
- Passionate about Adventist education and supporting the vision and mission of Burman University.

HOURS

- Full-time, 38 hours per week; schedule may vary based on departmental needs

SALARY

- \$4,267.00 - \$5,278.00 per month