



## **Alumni Engagement Officer**

**Department:** Advancement

**Status:** Permanent

**Full Time Equivalent:** 1FTE

**Salary Range:** \$58,939 - \$83,586 [Level 6]

**Positions Available:** 1

### **About Us:**

St. Thomas More College (STM) is the Catholic liberal arts college federated with the University of Saskatchewan (USask). Located in beautiful Saskatoon, any USask student can select from over 220 Arts and Science credit courses offered through STM. In our mission statement, we affirm that “through our teaching we are devoted to a partnership of learning and growth with our students which addresses the synthesis of faith and reason in all aspects of the human condition. The creative discovery of truth and its open dissemination nourishes our life as teachers and members of the wider academic and Catholic intellectual community.” As a federated college, STM has its own administration and governance structure and develops its own strategic plans.

### **Position Overview:**

The Alumni Engagement Officer reports to the Director of Advancement and works as part of the Advancement team to engage alumni in STM community life and recognize alumni success through programs, events, and outreach. The Alumni Engagement Officer is responsible for a portfolio of activities, supporting events and programs run by team members and alumni volunteers, and the promotion of STM events and programs. The Alumni Engagement Officer focuses on the cultivation and celebration of alumni relationships and offers meaningful ways for alumni to get involved.

### **Key Responsibilities:**

- Plan, organize, promote, and execute alumni programs, new graduate outreach activities, and campaign engagement events in collaboration with volunteers.
- During campaign efforts, setting up engagement events with alumni in various cities.
- Plan and implement alumni recognition and engagement activities in collaboration with others including student leaders, student services, STM Newman Alumni Association, etc.
- Support communication efforts to deepen alumni engagement, including gathering alumni stories and updates.
- Draft, edit, and distribute content to support communications and marketing plans.
- Maintain accurate and up-to-date alumni records within the CRM system.
- Establish and build relationships with a wide range of alumni, locally, regionally, nationally and internationally. Collaborate with the volunteer leadership team to ensure regional volunteers

are following best practices and serving as strong ambassadors to the College, building relationships with alumni and friends in the market.

- Benchmark and track important constituent outreach objectives, including engagement within designated programs and/or groups.
- Recruit, train, and support alumni volunteers in a variety of engagement opportunities.

**Additional Duties:**

- Stay informed about best practices in alumni relations, fundraising, and data management to ensure the department is leveraging new technologies and methods.
- Participate in special projects, and other duties as assigned.

**Required Qualifications:**

- Bachelor's degree in a related field (e.g., communications, business, nonprofit management) or a combination of education and equivalent experience.
- 2-3 years of experience in database management, data entry, or development support.
- Experience working with digital engagement platforms such as bulk email system, CRM, and proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, SharePoint, and OneDrive).
- Strong written and verbal communication abilities.
- Understanding of fundraising ethics and donor confidentiality.

**Preferred Qualifications:**

- Experience in higher education advancement or alumni engagement.
- CFRE certification is an asset.
- Event creation skills from planning to execution in education and/or non-profit field.
- Ability to recruit, train, and motivate volunteers.
- Excellent organizational skills and keen attention to detail.
- Strong analytical and problem-solving skills.
- Customer service-oriented with a professional and approachable demeanor.
- Ability to work independently and collaboratively in a team environment.
- Understanding of STM's mission and values, and familiarity with and/or willingness to learn about the Catholic intellectual tradition.

We offer a competitive salary and a comprehensive benefits package. Starting salary will be commensurate with education, training, and experience.

**Working Conditions:**

This is a full-time, in-person position with occasional evening or weekend work required particularly around fundraising events or alumni engagement activities.

Some light lifting/carrying/standing is required.

**APPLICATION:**

Interested candidates should email their resumé to the attention of the Associate Director of Human Resources at [humanresources@stmcollege.ca](mailto:humanresources@stmcollege.ca). Review of applications will begin on February 23, 2026, and continue until the position is filled.

In accordance with Canadian immigration requirements, this advertisement is directed in the first instance to Canadian citizens and permanent residents. St. Thomas More College (STM) is committed to diversity within its faculty and staff complement. Members of underrepresented groups are encouraged to self-identify on their application. Underrepresented groups include those identified in the federal Employment Equity Act. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. We are committed to providing accommodations to applicants with a disability or medical necessity. If you require an accommodation to participate in the recruitment process, please notify us and we will work together on the accommodation request.

**Only those invited for an interview will be contacted.**