



Alumni Relations & Events Officer (Full Time)

ABOUT ST. MARY'S UNIVERSITY

Our Vision: To be the preeminent Catholic University in Canada, known as a centre of academic excellence providing a vibrant and engaged student experience that prepares authentic leaders committed to the service of others.

Our Mission: Open to all and grounded in the [Catholic Intellectual Tradition](#), St. Mary's University educates the whole person to inspire and empower engaged, global citizens for the future.

Our Values: As a Catholic community, we value being Welcoming and Serving of all, Academic Excellence and Faith.

As an independent Catholic university in Canada, with a strong emphasis on education, liberal arts and sciences, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's is focused on developing the whole person: mind, body and spirit. For more information about St. Mary's and our Strategic Plan, visit <https://stmu.ca/> and <https://stmu.ca/about-us/strategic-plan/>

ABOUT THIS OPPORTUNITY

The Alumni Relations and Events Officer builds meaningful connections between St. Mary's University and its alumni community while delivering signature events that celebrate our identity and help build for growth. As a member of the External Relations team, your counsel and contributions will elevate overall constituent involvement and StMU's brand.

Reporting to the Vice-President, External Relations, and collaborating with campus-wide partners, vendors, and leadership volunteers, this position will expand, design and implement alumni engagement strategies and manage high-impact events. Balancing creativity with precision, and project management with partnerships, the Officer is a visible relationship builder who cultivates alumni pride, fosters lifelong connections, and ensures StMU events bring the university's mission to life.

Main responsibilities for this position will include:

- Lead alumni engagement strategy by researching, designing, implementing, and evaluating StMU's alumni relations business plan to align diverse alumni interests with institutional priorities.
- Strengthen existing alumni programs and create new opportunities like mentorship, recognition, affinity revenue partnerships, and student-alumni collaborations.
- Lead the planning and execution of traditional, digital and hybrid signature events, including President's Gala; Students' Awards Dinner; Mary's Festival; Donor Stewardship Gatherings; and Alumni Lecture Series.
- Coordinate and monitor Alumni Relations and Signature Events operations, including committees, logistics and tactics, operational and event budgets.
- Advise on alumni and event creative elements and communication plans developed and executed by Marketing and Communications and in-event revenue initiatives, like gaming and auctions, identified by Development.
- Support and partner with Marketing and Communications, Development, Government and Community Relations staff within External Relations and advise other university departments on alumni engagement and event management best practices.
- Inspire advocacy and foster volunteer and community connections. This will include recruiting, supporting, and celebrating alumni and event volunteers.
- Measure and enhance alumni participation, program success, and event impact to inform future planning and continuous improvement.



- Minimum of a post-secondary degree or diploma in Communications, Marketing, Event Management, or a related field.
- Minimum of 3–5 years of experience in alumni relations, event coordination, community engagement, or related fields.
- Strong proficiency with event management platforms (e.g., Eventbrite), CRM or database systems, and Microsoft Office Suite. Familiarity with social media management and marketing tools preferred.
- Excellent written, verbal, and interpersonal communication skills with the ability to inspire connection and pride among diverse audiences.

VALUES & ATTRIBUTES

- Alignment with institution values and strategic plan pillars.
- Upholding core competencies associated with the institution's four pillars.
- Ability to promote, or at least respect, the institution's Catholic mission and identity
- Ability to foster equity, diversity, and inclusion, as well as Truth and Reconciliation.

WHAT WE OFFER

As a part of the St. Mary's University community, eligible employees received a comprehensive compensation and total rewards package that includes, but is not limited to, a group benefits package, health spending account, RRSP matching, and generous paid time off. For more information on our offerings visit <https://stmu.ca/careers/>.

OUR COMMITMENTS

St. Mary's University is committed to Indigenous Truth and Reconciliation. Our land acknowledgement and Indigenous initiatives information can be found at <https://stmu.ca/campus-life/indigenous-initiatives/>. St. Mary's University is an equal opportunity institution. We hire on the basis of merit and are passionate about building and sustaining an equitable and welcoming campus environment where diversity in all areas is celebrated and valued. If you require support services or accommodations during any stage of the recruitment process, please include this in your application. All requests will be handled with the utmost confidentiality.

APPLICATIONS

Find purpose in your career and apply today. Email your application package to Human Resources at careers@stmu.ca in one .pdf formatted document with the Subject Line of: **"Alumni Relations & Events Officer"** by **April 7th**. All applicants must submit a cover letter with salary expectations, resume, and contact information of three most recent supervisors and/or written letters of recommendation. Previous employees should submit an updated resume and updated credentials if applicable.

*We encourage all qualified applicants to apply. Canadian citizens, permanent residents and others currently legally authorized to work in Canada will be given priority. We thank all applicants for their interest. However, only those applicants being interviewed will be contacted. **No phone calls please.***