**Position:** Engagement Secretary IV, ESM Advancement  
**Grade:** 09  
**Reports to:** Assistant Director, ESM Advancement

The Engagement Secretary will support the Assistant Director, ESM Advancement, and the greater team in aspects of Eastman's Office of Advancement in respect to the alumni and assigned programmatic engagement areas. S/he will serve as the main support to the various ways that the advancement office communicates with constituents, with particular focus on how materials sent from our office reflect the quality and essence of the school. S/he will work with the Assistant Director to put into action plans that successfully engage Eastman alumni and donors, steward donors, and increase the annual fund results.

**Responsibilities:**

**35% Events**  
Work closely with Assistant Director to execute high impact events for Eastman’s alumni, donors, students, and friends. Ensure that each event is successful through:

- Invitation list generation  
- Invitation design  
- Invitation mailing – printed and electronic  
- Securing location and coordinating with vendors  
- Back-end of events in OASIS and Intranet  
- Mass contact reports  
- Name tags  
- Briefings and senior leadership talking points  
- Event follow up

**25% Meliora Weekend @ Eastman**

- Work closely with Assistant Director to execute Eastman's programming for Meliora Weekend @ Eastman, which combines reunion and parents’ weekend

**20% Data Maintenance and reporting**

- With the guidance of the Assistant Director, run all ESM Advancement reports and lists to help colleagues identify alumni, prepare invitation lists, plan visits and track gifts, to be used in development activities for the team, including:
  - Alumni Analysis  
  - Prospect Report  
  - Mail Reports  
  - Request customized reports  

- Increase accuracy of Eastman’s alumni information including professional achievements, occupations, and addresses. Make sure information is properly reflected in databases.

- Assist with updating information in OASIS when necessary, including address information and contact reports
• Work with Eastman Concert Office and Eastman Community Music School to develop mailing lists for new annual fund appeals to these constituencies
• Maintain Eastman alumni and awards webpages

10% **Stewardship and communications**

• At the guidance of the Assistant Director, assist department with initiatives to communicate with alumni and constituents including:
  • Monthly E-newsletter
  • Dean's Holiday Cards
  • Mailings
  • Communications through iModules and Rochester Alumni Exchange RAX
• Connect with donors to schedule visits with their scholarship recipients
• Coordinate special stewardship projects

10% **Other Duties as assigned**

**Qualifications:**

2 years of post-high school education in secretarial studies and at least 3 years of secretarial and office experience or the equivalent combination of education and experience. Experience working in event planning, higher education or development are strongly preferred.

**Skills:**

• Good communication skills, including direct interpersonal skills and strong writing capability
• Excellent organization, project management, and proofreading skills, with an ability to manage and prioritize multiple projects with keen attention to detail
• A personal belief in mission, goals and objectives of the Eastman School of Music
• Ability to work as a member of a team to accomplish objectives
• Occasional travel; some evening and weekend work
• Flexibility – given the changing demands of executing a capital campaign, responsibilities within this position may change