



---

## MARQUETTE UNIVERSITY HIGH SCHOOL

**Job Title:** *Director of Annual Giving and Alumni Relations*

**Job Start Date:**

**Application Closing Date:** *until filled*

**FLSA Status:** *Exempt, Full-Time*

### **SUMMARY OF THE POSITION:**

The Director of Annual Giving and Alumni Relations oversees all programs and initiatives to raise current-use support from alumni, parents, and friends and to engage alumni for the benefit of the mission of Marquette University High School.

The director's primary responsibilities are the strategic execution and management of a comprehensive annual giving program as well as engagement of alumni. The director develops comprehensive communication and solicitation strategies involving direct mail, email, phone, personal visitation, and volunteer engagement, all focused on shaping a sustainable tradition of annual support. The director is also responsible for the design and implementation of all direct mail campaigns and annual fund appeals. The director has a keen appreciation for the foundation of annual giving strategies as the enabling component of successful major and planned giving programs. The director is also responsible for working with alumni to engage them in the school through various events and activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### Annual Giving

- Determine the strategic and tactical plans required to achieving the annual giving goals.
- Focus on effective solicitation activities within specific market segments identified as having potential for the greatest growth.
- Implement best practices and new ideas, participating in professional development where appropriate to ensure these ideals are continuously implemented at MUHS.
- Formulate and execute a communications plan in collaboration with the Director of Communications to support the Annual Giving Programs.
- Work effectively with the Director of Donor Philanthropy to build strategies for moving donors to higher giving levels while identifying and qualifying prospects for the major gift prospect pool and to gain strong participation in annual giving from major gift donors.
- Coordinate annual giving with reunion class gift campaigns and other specialty constituents, such as trustees and alumni board members, in a sophisticated and effective manner.
- Create and maintain a comprehensive stewardship program, including but not limited to, calling donors to thank them for their gift within an appropriate amount of time.

## Alumni Relations

- Staff the Alumni Relations committee of the Board of Directors.
- Write brief profiles for the "Alumni Notes" section of the MUHS Magazine
- In coordination with the Alumni Chaplain, ensure the presence of MUHS at wakes and funerals when appropriate
- Coordinate, in conjunction with the Director of Events and volunteer committee, the MUHS Golf Invitational
- Coordinate, in conjunction with the Director of Events, the annual Academy Dinner
- Organize and service class reunion committees in the new Reunion Weekend format
- Coordinate, in conjunction with the Director of Events and volunteer committee, the triennial Athletic Hall of Fame Banquet
- Plan and administer the annual Alumni Basketball Tournament
- Assist President, as needed and requested, with out-of-state alumni contacts and receptions

## Other

- Carry out other duties as assigned by the President and the Vice President of Development
- Oversee and monitor the MUHS Archives

## **QUALIFICATIONS:**

College degree required. Jesuit educational experience. Values consistent with the mission of a Jesuit, Catholic education. Excellent interpersonal, writing and presentation skills

Computer skills: Microsoft Office software; Blackbaud's Raisers Edge experience a plus. Self-starter, ability to work without direct supervision. Flexibility with work schedule; availability to work occasional evenings and weekends as required. Ability to work with sensitive information while maintaining complete confidentiality. Ability to develop and supervise volunteers.

Must be willing to travel as necessary.

## **SUPERVISION RECEIVED:**

This position reports directly to the Vice President of Development.

## **TERMS OF EMPLOYMENT:**

This is a 12-month position that will require occasional evening and weekend work and travel to different locations.

## **WORKING ENVIRONMENT:**

This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

**How to apply:** If you are interested, please email your cover letter and resume to Sara Christensen, Human Resources Manager, at [christensen@muhs.edu](mailto:christensen@muhs.edu).