



MARQUETTE UNIVERSITY HIGH SCHOOL

Job Title: *Director of Donor Philanthropy*

Job Start Date:

Application Closing Date: *until filled*

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

Date the job description was created/revised: 11/2021

SUMMARY OF THE POSITION:

Reporting to the Vice President of Development, the Director of Donor Philanthropy will lead the major gifts program at Marquette University High School.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for meeting specific annual revenue goals and contributing to the overall achievement of development team revenue goals.
2. Work closely with the school's President, members of the Board of Directors, volunteer solicitors, and other members of the development team, to develop strategic and targeted giving opportunities for major donors.
3. Assist the Vice President of Development and President with the solicitation and stewardship of major gift donors.
4. Conduct donor research as a means of identifying prospective major donor prospects.
5. Coordinate major gift solicitations related to annual giving programs.
6. Prepare customized proposals for major capital support for those prospective donors sufficiently cultivated.
7. Ensure that the proper follow up is conducted after each personal visit and that the Vice President of Development is informed of the status of each major gift prospect
8. Interact with school personnel to identify school needs, formulate proposals and identify potential donors for needs.
9. Provide detailed reports on prospects to the President, Vice President of Development, Board of Directors, Development Committee members, and others conducting cultivation/solicitation visits on behalf of the school.
10. Coordinate and submit grant proposal development to individuals, corporations and foundations.

QUALIFICATIONS:

This position requires a Bachelor's Degree and CFRE accreditation is preferred. This candidate must have successful experience in major or planned gift fundraising, preferably in education. An ability to understand the needs and interests of leadership and major gift donors to develop relationships between them and Marquette University High School is a must.

Dedication to promoting MUHS fundraising priorities through developing excellent relationships with faculty, trustees, volunteers, and the advancement office team will be required.

The ideal candidate will have successful experience in making cold calls and developing cultivation/solicitation strategies.

This candidate must have excellent interpersonal skills and a demonstrated record of completing assignments. Working knowledge of Microsoft Word and Excel and experience with CRM systems with experience in Blackbaud's Raiser's Edge is a plus for this role.

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 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.