

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Director of Development and Alumni Affairs</b>
<b>DEPARTMENT:</b>	<b>Institutional Advancement</b>
<b>REPORTS TO:</b>	<b>Vice President for Institutional Advancement</b>
<b>POSITION SUPERVISES:</b>	<b>Events Planner</b>
<b>POSITION STATUS:</b>	<b>Full-time, Exempt</b>

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**GENERAL SUMMARY:** Working under the direction of the Vice President for Institutional Advancement the Director of Development and Alumni Affairs is responsible for providing a strategic plan for development, alumni programs, and special events that support the mission of Thomas Jefferson School of Law (TJSL). The position is responsible for implementing and coordinating a comprehensive program which integrates fundraising, alumni relations and stewardship system that promotes a deeper engagement with the School of Law. This includes building and growing the level of private donor support from alumni and patrons. This also includes developing and managing a portfolio of annual and major gifts prospects and managing campaigns. The Director will direct a special events strategy that represents a thorough understanding of the integral role special events play in donor development and institutional advancement.

**ESSENTIAL DUTIES & RESPONSIBILITIES:** In all duties and responsibilities, the successful candidate will have the proactive drive and infectious enthusiasm that will motivate individuals to support the School of Law and will motivate staff, alumni leadership and other constituencies to achieve their goals.

The candidate will also demonstrate a strong work ethic and have a business start-up mentality. A high-level of integrity, focus and commitment to achieve ambitious goals is essential. An entrepreneurial approach is a must.

### **Development:**

- Build and sustain positive and mutually-rewarding relations between the School of Law and its donor prospects. Success will be measured by new and retained volunteer engagement, event participation as well as the number of new donors brought in and the dollars raised.
- Plan, implement and execute the bi-annual giving campaigns.
- Responsible for identifying, cultivating and soliciting a major gifts portfolio of 50-75 donors with annual gifts of \$1,000-\$10,000.
- Update and track data to help reach development and fundraising goals. This includes providing regular prospect research reports to the Vice President for Institutional Advancement.
- Possess a deep knowledge of best practice fundraising principles, including proper handling of restricted gifts and funds, conditions for temporarily restricting and release from restriction gifts per terms of donor gifts, current standards and guidelines for establishing and providing information to donors about tax-deductibility, procedures for receiving and processing gifts of appreciated stock, and additional knowledge of fundraising practices with which senior fundraising professionals are generally familiar.
- The confidence and ability and desire to schedule one-on-one appointments with donor prospects who have never been engaged with the School of Law.

- A track record as an exceptional communicator, in writing as well as verbally. Adept at crafting cases for support, proposals, solicitation letters and donor correspondence and a proven record of winning proposals and exceeding fundraising goals.

#### **Alumni Relations:**

- Serve as chief liaison between Thomas Jefferson School of Law, its alumni, and the Alumni Association and its Board of Directors.
- Design and implement a full calendar year plan to engage the alumni at all levels of the institution.
- Facilitate communication and promote the reputation of the School of Law and alumni engagement by working with the Director of Marketing and Communications to produce quality communications including e-newsletters, print publications and social media pieces.
- Utilize alumni database to track and analyze alumni participation as it relates to events, social media and marketing pieces and produce relevant reports.
- Support and provide service to the Alumni in their efforts to support the School of Law in a variety of ways. This includes working closely with the Director of and Career Services to help connect alumni with employment opportunity.

#### **Special Events:**

- Identify, develop, execute and evaluate event strategies for a variety of goals and constituencies. Constituencies include the Administration, faculty, students and alumni of the School of Law.
- Schedule, plan and coordinate alumni events both regionally and nationally, include signature events (i.e. Alumni Weekend).
- Managing Events Planner and internal school sponsored events. This includes academic conferences, significant student events, and School of Law events.
- Other job related duties as required.

#### **Administration and Management:**

- Develop and manage the department budget and provide accurate financial reporting to the Vice President of Institutional Advancement, the Alumni Board of Directors, and the Finance Department in a timely basis.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Bachelor's degree required, Master's degree preferred.
- Minimum of three years' experience in major gifts or annual fund management. This includes gifts cultivated, solicited, closed and stewarded. Frontline fundraising experience is a must.
- Experience in writing quality cases for support for programs and drafting winning proposals.
- A minimum of two years' experience in planning and executing complex, multi-faceted events for large audiences (100+).
- Experience in working strategically with others in engaging donors and raising gifts.
- Comfort level working with people diverse group of internal and external constituents.
- Experience with prospect research.
- Experience in establishing development policies, systems, and procedures.
- Able to think strategically, meet deadlines and make decisions.
- Able to work independently while taking direction on numerous projects with ease.
- Projecting a calm demeanor and keeping a good sense of humor.
- Ability to work as a member of the Institutional Advancement team.

- High energy, creative, organized, self-motivated and detail oriented and willing to be hands on.
- Excellent oral and written communication skills, including skill in making the case for philanthropic support.
- Proven management and strategic planning skills.
- Ability to work well with a wide range of individuals (board members, faculty, alumni, staff and donors).
- Demonstrated ability to devise strategies for event based engagement of alumni segments.
- Working knowledge of donor databases and basic Microsoft Windows Suite.
- Ability to organize and complete multiple tasks with overlapping deadlines.
- Ability to oversee all aspects of event-based engagement execution (includes project management, event design, segmentation, vendor management, and day of event management).
- Able to handle high level of stress and welcoming of constructive feedback.

**PHYSICAL REQUIREMENTS:**

- Able to write, see and speak clearly enough to be able to converse and correspond on the phone, in person, in writing and by computer.
- Able to sit, stand and view a computer monitor for long periods of time.
- Able to lift/carry materials and publications up to 20 pounds.
- Able to perform the essential functions of the job with or without accommodation.

**WORK SCHEDULE:**

- 40 hours per week, Monday through Friday, weekends and evenings will be needed. Travel about 15%.