



Job Title: Director of Annual Giving and Alumni Relations
Reports To: Director of Advancement
FLSA: Exempt

Job Summary

The professional in this position will oversee all aspects of both the Annual Giving and Alumni Relations programs at the school. This position will collaborate closely with and report to the Director of Advancement.

Essential Job Functions:

I. Annual Giving Responsibilities

- Provide strategic direction and leadership for the Annual Giving program, building upon the school's already strong foundation of giving, and ensuring that annual giving goals are achieved;
- Maintain a portfolio of major annual giving donors, making solicitations, cultivating relationships, and securing gifts from all constituencies;
- Create opportunities to connect with and engage parents and grandparents with each other and in the life of the school;
- Identify and exploit opportunities to enhance the culture of philanthropy within the parent, grandparent, parent of alumni, and alumni populations;
- Oversee messaging and communications related to Annual Giving, including the Annual Giving website, acknowledgements, solicitation letters, and brochures;
- Contribute to the production of the Annual Report in concert with the Director of Marketing and Communications;
- Assist with fundraising efforts for the Capital Campaign, ensuring a strong pipeline of annual fund donors to the Campaign;
- Recruit and collaborate with parent, past parent, grandparent, faculty, staff, and alumni annual giving volunteer chairs and committee members;
- Generate weekly and other reports on Annual Giving for volunteer and school leadership;
- Provide data updates and analysis on key Annual Giving constituents and strategy, assist in donor prospect research; and
- Oversee donor cultivation and stewardship events.

II. Alumni Relations Responsibilities

- Develop a meaningful alumni presence on campus, in school publications, and social media;
- Create opportunities to connect with and engage alumni and parents of alumni with each other and in the life of the school;



Mirman School

- Provide support and leadership for the Alumni Council, which serves to involve alumni in outreach, event planning, and fundraising efforts;
- Plan, organize, and implement local and regional events;
- Manage the Mirman School Alumni Facebook page;
- Maintain and expand current alumni contact information—including new graduate information—in the alumni database;
- Solicit alumni news and testimonials for newsletters and other school publications, the school website, videos, and other promotional materials;
- Work with the Director of Advancement to increase alumni financial support; and
- Create opportunities to introduce current students to the role of alumni in the life of the school, and in the alumni community.

III. Other Responsibilities

- Contribute to the school website, newsletter, invitations, publications, and social media as related to Alumni Relations and Annual Giving;
- Stay current with Mirman School curriculum and classroom activities in order to be an articulate spokesperson for the school;
- Identify opportunities to enhance the culture of philanthropy within the parent, grandparent, alumni, and parent of alumni populations;
- Perform other duties as assigned.

Qualifications

- Bachelor's degree required.
- Outstanding written and oral communication skills as well as the ability to work with and motivate colleagues and volunteers.
- Analytical and fundraising skills, preferably in the education or non-profit sector, with a proven ability to achieve goals.
- Familiarity with fundraising databases and donor relations practices is essential.
- Experience with Raiser's Edge is preferred.
- Internet savvy and experienced with social media forums.
- Minimum of 3 years of fundraising experience.
- Availability to work selected evenings and weekends.

Work Environment and Physical Demands

The job is performed in a generally clean and healthy environment, but there may be possible exposure to childhood diseases and illnesses. Exposure to heated/air conditioned and ventilated facilities with average interior dust with occasional exposure to outdoor elements. Exposure to normal school environment that is usually quiet but sometimes noisy.



The physical demands described here are representative of those that must be met by a school employee to successfully perform the essential job responsibilities and functions. Reasonable accommodation may be requested to enable individuals to perform the essential responsibilities of the job:

- Ability to sit, stand, move, communicate, hear, and read during the course of normal activities.
- Able to use computers and other tools.
- Ability to think and concentrate for sustained periods of time.
- In-person attendance necessary to provide effective performance during normal school hours.