

Director of Advancement

POSITION SUMMARY:

The Director of Advancement is responsible for developing and executing long-term strategies for increasing engagement and the financial support of alumni, corporations, friends of Mississippi College School of Law (MC Law), and targeted philanthropic constituencies. The director reports to the Dean of MC Law, manages the external and internal fundraising for the law school and coordinates with the university's Vice President for Institutional Advancement.

ESSENTIAL FUNCTIONS:

- Plan, coordinate and direct development activities.
- Identify, cultivate and solicit prospective donors and gifts.
- Arrange visits with alumni, donors and prospective donors.
- Provide guidance, supervision, and direction to support staff.
- Develop fundraising strategies for the law school.
- Collaborate with the Dean and staff to set goals and strategies.
- Identify and research funding opportunities and develop strategies.
- Coordinate special events for major donor prospects.
- Supervise and direct the Annual Fund giving.
- Direct the planned giving program, including managing the relationship with the planned giving newsletter vendor, cultivating planned giving appeals, training of volunteer planned giving leaders, and stewardship of Legacy Society members.
- Work with communications department to develop fundraising materials.
- Ensure that donors receive proper recognition and stewardship.
- Represent the department at various social, university and professional functions.
- Promptly record interactions with donors in the development database.
- Compile data for proposal submission and reporting.
- Send biographical updates to the development database.
- Run reports to gather data for sharing information with the Dean.
- Develop annual and long-term plans for MC Law including fundraising goals for planned giving, major gifts, annual fund, endowed fund development, campaigns, foundation solicitation, donor stewardship, and other efforts as determined from time to time.
- Travel overnight and on weekends to meet with prospective donors and alumni.
- Perform related or similar duties as required or assigned.

DESIRED QUALIFICATIONS:

- Bachelor Degree; J.D. Degree preferred.
- Two (2) years experience related to the above described duties.
- Excellent interpersonal, written and verbal communication skills.

Reports To: Dean of the Law School

FSLA Status: Exempt