

MISSISSIPPI COLLEGE

Foundation

Director of Foundation Relations

Title: Director of Foundation Relations

Department: Foundation

Reports to: Executive Director

Position Summary

Work in collaboration with the Executive Director, Alumni & Parent Relations, and other on-campus partners to design and implement a robust calendar of programs with the goal of developing strong solicitation, engagement, and stewardship programs, and reducing donor attrition. Oversee and support the work of the Foundation Specialist.

Essential Functions

- Work in collaboration with the Executive Director, Alumni & Parent Relations, and other on-campus partners to design and implement a robust calendar of programs with the goal of developing strong solicitation, engagement, and stewardship programs focused on key constituencies and affinity groups (ex: parents, young alumni, medical alumni, targeted geographic regions, etc.)
- Maintain a portfolio of donor contacts for stewardship and support Major Gift Officers in stewardship efforts.
- Work with the Executive Director and Director of Development Services to create and implement a strategy to increase giving from current donors in the \$1000 to \$5000 range.
- Work with on-campus partners to ensure consistent messaging and positive donor experiences and to ensure that the Foundation's brand and communications strategy is used consistently and effectively.
- Establish and grow the relationship with scholarship donors by hosting events and opportunities for scholarship donors to meet the students receiving their scholarship support.
- Oversee, manage and support the Foundation Specialist in the annual process of awarding scholarships from a donor perspective, which includes working with all on campus partners (Financial Aid, Academic Departments, Enrollment Services and others).
- Host groups and events on campus to recognize and thank donors (scholarship lunches with small groups of donors, recognition events for giving circles, etc.)
- Together with the Director of Development Services, design, implement, and manage the process for thanking donors of all levels upon receipt of their gifts, with particular attention to first time and lapsed donors.
- Serve as primary contact for online giving.
- Be heavily involved in campaign management and planning – working with the Foundation Specialist to collect donor stories and plan donor events.
- Other duties may be assigned from time to time.