

MISSISSIPPI CHRISTIAN UNIVERSITY

Foundation

Director of Donor Relations

Title: Director of Donor Relations

Department: MC Foundation

Reports to: Director of Development and Major Gifts

Position Description:

Key leadership role in the mission-driven MC Foundation team. Director of Donor Relations collaborates with Foundation staff, Alumni & Family Engagement, and campus partners to design and implement a strategic calendar of engagement, solicitation, and stewardship programs. Director of Donor Relations also manages a portfolio of major gift prospects and plays a key role in building strong donor relationships and enhancing the overall giving experience.

Essential Functions:

- Collaborate across departments to create and execute targeted engagement programs for key groups (e.g., parents, young alumni, medical alumni, and regional networks).
- Lead the Annual Fund in partnership with Alumni & Family Engagement, including crowdfunding campaigns and Giving Day initiatives.
- Manage and steward a portfolio of donors, supporting major gift officers and enhancing donor experiences.
- Ensure consistent and compelling donor messaging in collaboration with campus communications.
- Host meaningful donor events such as scholarship luncheons, giving circle recognitions, and on-campus engagement opportunities.
- Cultivate scholarship donor relationships through events connecting them with student recipients.
- Assist with donor acknowledgment processes, with special attention to first-time and lapsed donors.
- Manage and grow the MC Women's Council, with support from the MC Foundation staff.
- Lead student engagement within the Foundation; assist Assistant Director of Alumni & Family Engagement with the Choctaw Ambassadors program.
- Pitch in with other duties as assigned.