

## **Job Title: Assistant Director Advancement for Development**

**Department:** Advancement / Development

**Reports to:** Director of Advancement for the Law School

**Location:** MC School of Law

**Position Type:** Full-Time

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### **Position Summary:**

The Assistant Director of Fundraising for the Law School is responsible for developing and implementing comprehensive fundraising strategies to advance the mission and priorities of MC Law. This position manages a portfolio of major gift prospects and donors, works closely with the Dean and the Director of Advancement, and collaborates with the MC Foundation to secure philanthropic support from alumni, law firms, foundations, and other stakeholders.

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### **Key Responsibilities:**

- Develop and execute a strategic fundraising plan focused on major gifts, annual giving, and planned giving specific to the Law School.
  - Manage a portfolio of gift prospects; conduct at least 10–15 meaningful donor contacts per month.
  - Identify, cultivate, solicit, and steward alumni, parents, and friends of the Law School.
  - Partner with the Dean to engage top prospects and coordinate their involvement in advancement activities.
  - Plan and execute alumni engagement strategies in coordination with the advancement team, including events, reunions, and regional outreach.
  - Work collaboratively with the MC Foundation, including corporate and foundation relations, planned giving, stewardship, and prospect research.
  - Prepare effective proposals, briefing materials, and reports for donor meetings and internal stakeholders.
  - Track and report progress against goals using the university's donor database system.
  - Work with the alumni and advancement coordinator to provide any updated information necessary to maintain a usable alumni database.
  - Assist director with creating of content for alumni/community outreach.
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