

## **Mississippi Christian University School of Law**

### **Assistant Dean for Advancement**

**Title:** Assistant Dean for Advancement

**Department:** School of Law

**Reports to:** Dean of the Mississippi Christian University School of Law

#### **Position Summary**

Reporting to the Dean of the Mississippi Christian University School of Law, the Assistant Dean for Advancement is responsible for developing and executing a comprehensive advancement program for the School of Law. This includes building strong relationships with individual donors, alumni, foundations, corporations, and friends of the Law School to secure major gifts and other philanthropic support and ensuring that the School is communicating appropriately with all stakeholders. The Assistant Dean will manage a personal portfolio of major gift prospects while collaborating with central advancement teams to align Law School priorities with university-wide efforts. In addition to personally managing the major gifts program, the Assistant Dean will manage a team that includes annual giving, alumni relations, and communications/marketing.

#### **Essential Functions**

- Develop and implement a comprehensive development and alumni relations program that includes: major gifts, planned giving, stewardship, annual giving, alumni relations, database management and communications.
- Manage a portfolio of individual major gift and planned giving prospects (\$10,000 to \$1M+) and secure new gifts to support Law School priorities including the annual fund, building renovations, scholarships, faculty support, academic programs and clinics.
- Articulate the vision, mission, and goals of the Mississippi Christian University School of Law using all appropriate forms of communication to develop and maintain relationships and solicit major gifts (including written proposals, leadership briefings, talking points, and other communication tools).
- Track and report development activity through the school's CRM (Slate), present pipeline reports regularly to the Dean.
- Work closely with the Dean, Executive Director of the Foundation, and other on-campus partners to establish strategies for Law School funding priorities and integrate them into broader university advancement efforts. Align operations with policies and procedures established by the Foundation.
- Collaborate with the Foundation staff to identify new donor prospects through research and available background information.
- Provide leadership and guidance to development, alumni relations, and marketing staff.
- Develop and execute a stewardship plan for past donors, including reporting on endowed funds to donors or their heirs.
- Other duties as assigned.

## **Qualifications**

- Bachelor's degree required; Master's degree or Juris Doctor (J.D.) preferred.
- Minimum of five (5) years of progressively responsible experience in development, preferably in higher education.
- Demonstrated success in managing a major gifts portfolio and closing gifts at the \$25,000+ level.
- Strong interpersonal, written, and verbal communication skills with the ability to articulate complex ideas and build meaningful relationships with diverse constituencies.
- Proficiency with advancement databases (experience with Slate or similar preferred).