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**MARQUETTE UNIVERSITY HIGH SCHOOL**

***Job Title:*** *Director of Constituent Engagement*

***Job Start Date****:  Mutually Agreeable Date*

***Application Closing Date****: until filled*

**FLSA Status:** *Exempt, Full-Time*

**SUMMARY OF THE POSITION:**

The mission of the Marquette University High School’s Director of Constituent Engagement is to encourage philanthropic support towards MUHS through constituent engagement. This position will play an important role in serving as a liaison between alumni/parents/friends and meaningful opportunities to give. The ideal candidate will demonstrate a passion for Marquette University High School and a desire to make an impact on the future of the school. The ideal candidate does not have to be an alumnus of MUHS.

**ESSENTIAL DUTIES AND RESPONSIBILITES:**

Digital Engagement

* Leverage digital marketing technology including social media platforms, web site pages, e-mails and other on- line communication tools to build relationships with constituents. This includes, but not limited to, CMS, e-mail and SMS systems.
* Implement best practices and new ideas, participating in professional development where appropriate to ensure these ideals are continuously implemented at MUHS.
* In cooperation with the Senior Director of Development and the VP of Marketing and Communications, manage the development, production, and delivery of all communications materials for the Alumni/Development office. Examples include, but are not limited to, the MUHS Magazine, brochures, invitations and special letters.

Alumni

* Staff the Alumni Committee of the Board of Directors.
* Write brief profiles for the "Alumni Notes" section of the MUHS Magazine
* In coordination with the Alumni Chaplain, ensure the presence of MUHS at wakes and funerals when appropriate
* Engage volunteers to help plan, organize and execute the MUHS Golf Invitational, Academy Dinner and the triennial Athletic Hall of Fame events.
* Organize and service class reunion committees
* Plan and execute all aspects of the annual Alumni Basketball Tournament
* Assist President, as requested, with constituent receptions

**QUALIFICATIONS:**

College degree required. Values consistent with the mission of a Jesuit, Catholic education. Excellent interpersonal, writing and presentation skills. Computer skills: Microsoft Office software; Blackbaud’s Raisers Edge experience a plus. Self-starter, ability to work without direct supervision. Flexibility with work schedule; availability to work occasional evenings and weekends as required. Ability to work with sensitive information while maintaining complete confidentiality. Ability to develop and supervise volunteers.

Must be willing to travel as necessary.

**SUPERVISION RECEIVED:**

This position reports directly to the Senior Director of Development.

**TERMS OF EMPLOYMENT:**

This is a 12-month position that will require occasional evening and weekend work and travel to different locations.

**WORKING ENVIRONMENT:**

This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

**How to apply:** If you are interested, please email your cover letter and resume to Sara Christensen, Human Resources Manager, at [christensen@muhs.edu](mailto:christensen@muhs.edu).