



MARQUETTE UNIVERSITY HIGH SCHOOL

Job Title: Vice President of Development

Job Start Date: Mutually Agreeable Date

Application Closing Date: until filled

FLSA Status: Exempt, Full-Time

SUMMARY OF THE POSITION:

To manage and direct the development activities of Marquette University High School by overseeing, together with the President of Marquette University High School, a comprehensive program which includes fund-raising, donor relations and alumni relations. The Vice President of Development reports directly to the President.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Fund Raising

Cultivation and solicitation of prospects/donors through the annual appeal, major gift programs, corporation and foundation proposals, and planned giving programs.

Maintain a multi-year development plan, which includes the above components, as well as the Topper Auction and the Alumni Relations/Reunions.

Assist the President on an ongoing basis with the identification, cultivation, and solicitation of prospects capable of major gift level giving.

Maintain an active prospect list and filing system.

Work with the Director of Special Events on some aspects of the Topper Auction.

Oversee the design, layout, and printing of brochures and other mailing pieces such as the Honor Roll, Annual Appeal brochures, etc.

Write drafts of letters for fund-raising efforts requiring the President's signature.

Travel as needed to solicit major gift prospects.

Development

Coordinate with the President and alumni director out-of-town receptions/events and ensure appropriate follow-up.

Establish and monitor an effective cultivation program for alumni, particularly through the reunion program and various mailings to donors.

Work with the Development Team to coordinate the message about our mission in printed materials, visual presentations, etc.

Maintain an active role in the identification and solicitation of new donors for financial aid.

Management

Supervisory responsibility for the Director of Donor Philanthropy, Director of Alumni Relations, Director of Communications and Director of Special Events.

Supervise the Database Manager to ensure an efficient system of record keeping and gift processing as well as an Administrative Assistant.

Establish office procedures/policies which advance prospect, donor, alumni and parents relations.

Other

Serve as staff member on the Development and Marketing Committees of the Board of Directors and other committees which assist the Development efforts.

Attend Board meetings as staff member.

Carry out other duties as assigned by the President.

QUALIFICATIONS:

- A bachelor's degree is required for this position. The ideal candidate will have an appreciation for and understanding of Catholic education. A demonstrated leadership and management skills to motivate and direct volunteers and staff is necessary. This position requires the ability to plan and implement programmatic, organizational, administrative and financial strategies and goals. A demonstrated track record in effectively managing multiple events and a large number of volunteers is required. This candidate should possess the ability to communicate clearly in both verbal and written form. Knowledge of Raiser's Edge software is desirable; computer literacy is essential. A self-starter who shows initiative and enjoys start-up endeavors is ideal as well as a creative and energetic personality.

SUPERVISION RECEIVED:

Position reports to the President.

TERMS OF EMPLOYMENT:

This is a 12-month position. This position requires evening and/or weekend work, travel, and frequent contact with others.

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.