



**Job Title: Director of Advancement and Donor Relations**

Position Title: Director of Advancement and Donor Relations	Reports to: Chief Advancement Officer
Job Category: Professional	FLSA: Exempt, Administrative
FTE: 1.0; year-round position	Current Date: July 2022

**General Summary:** Supports the advancement team’s work to strengthen USM’s donor-centered relationships in annual giving, capital campaign initiatives, planned giving, and stewardship. Help facilitate a donor-centered stewardship program that will be steadfast on our sincere acknowledgement of USM’s investors, and help position or case for support in significant constituent markets throughout the country.

**Essential Duties and Responsibilities:**

- Helps to launch our next comprehensive campaign in support of the goals developed in our 2022 strategic plan.
- Directs and implements strategies for identifying, cultivating, and successfully soliciting individuals for gifts of \$25 - 100K to support annual giving efforts, and will solicit gifts of \$100K - \$1M in support of strategic capital campaign initiatives.
- Manages a portfolio of prospects through an active schedule of solicitation, cultivation, and stewardship calls to current donors and new prospects.
- Builds relationships among prospective donors, alumni, parents, and volunteers to support programs and priorities.
- Partners with faculty and members of the leadership team to align priorities of the school with donor goals/interests.
- Works with the Advancement office database manager to ensure that potential major and principal gift prospects are properly qualified, assigned, cultivated, and stewarded.
- Coordinates, writes, and produces appropriate fundraising materials including, but not limited to, case statements, brochures, solicitation letters, gift proposals, appreciation letters, donor reports, and campaign status reports.
- Maintains information on select donors and prospects including contact reports in the Blackbaud Raiser’s Edge (CRM) system. Communicates in ways that are donor-centric, while furthering the mission of USM and our strategic design initiatives.
- Seeks opportunities to travel and meet with donors as needed.
- Supports, collaborates with, and supervises staff as needed.
- Manages several cost-center budget lines for greater efficiency.
- Meet Advancement office metrics for donor visit preparation, qualification, contact reports, in-person visits, referrals, and accurate coding using the CRM system.
- Represents the Advancement office at various board and school functions.
- Provides support to other colleagues in the Advancement Department.
- Assumes other duties as required.



### **Knowledge, Skills and Abilities:**

- Entrepreneurial, energetic, and goal-oriented
- Experience as lead solicitor, closing a significant number of gifts between \$25K - \$1M from major prospects.
- Prior experience working with comprehensive campaigns, alumni engagement, or in a university or independent school setting.
- Experience working with various technologies including advanced knowledge and experience with Blackbaud CRM systems, Google Suite, Microsoft Office, Zoom, mass email applications, and project management software.
- Strong leadership, interpersonal, organizational, and problem-solving skills with attention to detail.
- The ability to work with ambiguity, navigate a complex work environment, and manage multiple projects simultaneously.
- The ability to work independently as well as collaboratively to achieve goals with a commitment to delivering exceptional donor-centric services.
- Strong written and verbal communication skills as well as effective presentation skills.
- Flexibility to accommodate changing priorities and deadlines.
- High level of professionalism and commitment to confidentiality with sound judgment and discretion.
- A high level of integrity, warmth, confidence, and positive attitude
- Strong interpersonal skills; capable of using tact and diplomacy in dealing with others
- High level of maturity, confidentiality, and assertiveness
- Ability to work collaboratively with others and maintain positive professional relationships, and the ability to work with other Advancement Office team members and all levels of volunteers and staff at the school.
- Excellent organizational skills with a strong degree of self-direction and motivation; ability to constantly search for new ideas.
- Ability to provide excellent customer service
- Flexibility

### **Education and Experience:**

- Bachelor's degree minimum
- Ten years of equivalent experience in higher education, independent school (day or boarding schools), or advancement offices (development offices) in healthcare or civic nonprofit institutions.

**Working Conditions:** Excellent working conditions in an office and school environment

**Drug Free Workplace:**

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and ability to adjust focus.				X
Hearing: Must be able to hear well enough to communicate with students, employees, and others.				X
Standing/walking/sitting				X
Climbing/Stooping/kneeling/balancing.	X			
Lifting/pulling/pushing up to 5-25 lbs (i.e. boxes of books and mobile computer carts, etc.)	X			
Manual dexterity to operate computer and office equipment.				X
Bending at the neck and waist.			X	
Communication: Ability to talk, hear, and express and understand ideas and thoughts. Able to meet multiple demands from several people and interact with public and staff.				X



The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment at University School of School of Milwaukee pursuant to the Substance Abuse/Drug Free Workplace policy.

**Disclaimer:**

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding the position and additional rules may be assigned.*