Position title: Senior Associate Director of Communication and Donor Relations (Job-Share, half-time position)

Department: Office of Development and Alumni Relations

Supervisor: Director of Communication and Donor Relations

Classification: Administrative Management (exempt)

Schedule: 3-day, 20 hour/week work schedule; specific days to be coordinated with job-share partner so that office coverage is maintained Monday-Friday.

OVERVIEW:
The Senior Associate Director of Communication and Donor Relations will manage planning and implementation of key initiatives within the Development and Alumni Relations Office’s communication and stewardship programs and will assist with high-level donor outreach efforts as assigned by the Director of Communication and Donor Relations. This is a job-share position which requires 20 hours of work in the office per week. Job responsibilities will occasionally require evening and weekend work beyond the scheduled 20 hours per week office time, as is common for salaried positions. This job-share arrangement is a six-month trial. Extension of the job-share arrangement will be considered if the trial proves successful and all parties mutually desire its continuation.

DUTIES AND RESPONSIBILITIES:
- Assist in managing Muhlenberg stewardship matrix by identifying appropriate, practical, and cost-effective stewardship procedures for gifts of all sizes and types and ensuring that protocols are faithfully implemented, as well as reviewed and updated periodically.
- Manage the production of an accurate, complete, effective and timely annual report of contributions (Philanthropy Report).
- Manage the planning and implementation of stewardship events such including, but not limited to the annual Lifetime Giving Society Dinner, cultivation events for major prospects, plaque unveilings and groundbreakings and/or dedications of new facilities.
- Manage production of plaque creation and installation to recognize named spaces on campus.
- Assist the Director with the marketing of The Muhlenberg Fund and their fundraising initiatives such as Mule Madness and MuleMentum.
- In coordination with the Director, work with staff and in-house and/or outside designers and vendors to assist in the research, writing, design, and production of donor-oriented communications, including video presentations, PowerPoint presentations and other electronic pieces.
- Manage the monthly reporting of gifts to academic and administrative departments, as well as regular reporting to donors and families for gifts made in honor and memory.
- All other duties as assigned by the Director of Communication and Donor Relations.
QUALIFICATIONS:

- A baccalaureate degree, preferably in the liberal arts, as well as a belief in, commitment to, and the ability to articulate clearly the values of a liberal arts education.
- Superb writing skills, including the ability to write quickly and forcefully in different voices and for different genres.
- Thorough knowledge of and facility with standard desktop software applications such as Microsoft Word, Excel, etc.
- Database management experience, particularly in Millennium, is preferred.
- Relevant experience in event planning and staging.
- Knowledge of and experience in web maintenance and the design and production of printed materials.
- Experience in negotiating for goods and services with graphic designers, printers, event planners, promotional marketers, caterers, software and hardware vendors, and related service providers.
- Ability to communicate effectively with a wide range of individuals.
- Commitment to customer service and sensitivity to public relations impact of all alumni relations and development activities.
- Ability to estimate the time and money implications of planned projects, and to deliver projects on schedule and on budget.
- Unwavering attention to deadlines and detail.
- Ability to work collegially under pressure.