



TITLE: Director of Alumni Relations and Annual Giving

REPORTS TO: President

SALARY : DOE

STATUS: Non-Exempt

WORK SCHEDULE: The assignment may include day, evening, weekend, and/or off-campus hours.

SUPERVISES: None (may occasionally supervise work-study students, if any are assigned).

SUMMARY:

The Director is responsible for developing and coordinating a comprehensive, strategic fundraising plan for the College. The Director builds long-lasting, valuable relationships for the College while generating financial investment and dynamic engagement opportunities in support of its mission, programs, research and academic initiatives.

RESPONSIBILITIES AND DUTIES:

Student Success

- Increase scholarship opportunities through philanthropic and corporate donations.
- Collaborate with faculty, staff, and administrators to identify opportunities to match with donors to advance students' academic agendas.

Strategic Leadership

- Develops and executes annual giving and major gift strategies including donor visits to achieve fundraising goals, emphasizing unrestricted funds, scholarships, and reunion giving.
- Oversee critical aspects of both annual giving and major gift operations.
- Monitor progress toward annual giving participation and financial goals. Provide a monthly report regarding the giving status.
- Foster a culture of gratitude and ensure alignment of gifts with institutional priorities.
- Conduct activities to raise private support for the College through donations.
- Create compelling solicitation and stewardship materials that emphasize donor impact.

- Cultivating donor relationships with individuals, foundations, corporate and business sectors.
- Coordinates the identification and cultivation of major and planned gift prospects.
- Ensure all donor interactions and strategies are well-documented in within 48 hours to enhance relationship management and future planning.

Alumni Engagement & Community Service

- Build positive relationships with alumni and maintain an alumni database. performing other related duties as assisted.
- Create a vibrant alumni association.
- Coordinates alumni relations activities to maximize engagement.
- Plan and implement special events designed for alumni, friends, and donors.
- Works with faculty, staff and volunteers as appropriate.
- Assists with planning and implementation of college and community meetings/programs.
- Creates publications for recruitment, special events, media relations, etc.
- Participates in University-wide development activities as needed.
- Serve on the Fun Committee. Assist with programs, decorations, food, set-up and tear-down of various events.
- Performs other duties as required.

Minimum Qualifications

- Bachelor's degree from an accredited institution.
- Must be friendly and have a can-do attitude!
- Must be comfortable with fundraising and fundraising adjacent activities
- Must be results-driven and self-motivated.
- Knowledge of current fundraising developments, best practices, techniques, and trends.
- Familiarity alumni relations best practices.
- Ability to be a positive, professional and ethical ambassador among diverse constituencies for the university.
- Understanding of, respect for and commitment to, the mission of a Tribal College and Dakota Values.
- Ability to use discretion in handling highly confidential financial and personal information.



- Must have excellent verbal and written communication skills to coordinate with multiple departments, answer public inquiries, and interact with students and families.
- Demonstrated ability to manage multiple projects simultaneously and meet firm deadlines.
- Experience in event planning.

Preferred Qualifications

- Master's degree from an accredited institution.
- Related experience in higher education preferred.
- Experience in maintaining business accounts.
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Working Conditions

- Work is normally performed in a typical interior/office/college work environment.
- No or very limited physical lifting effort is required.
- No or very limited exposure to physical risk.