The Director of Institutional Development & Alumni Services shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and term of employment shall be fixed by the Board of Trustees upon the recommendation of the President. This position reports to the President or as designated by the President.

**Qualifications:** A Bachelor’s degree is required preferably in business, public relations or finance. This position requires knowledge of Microsoft Office Suite Products including QuickBooks, experience in development and grant writing is preferable, the ability to work with people of all ages and background, the ability to build relationships with the college constituents, exceptional written and verbal communication skills, as well as event planning experience.

**Description:** The Director of Institutional Development and Alumni Services is responsible for expanding and managing the College’s institutional giving programs and alumni relations. This position is responsible for generating new revenue from corporate and foundation funders and for developing and managing related external relationships and partnerships. This is a full-time, 12-month, salaried, exempt position covered by the Public School Retirement System of Missouri (PSRS).

The Director of Institutional Development & Alumni Services shall perform the following essential tasks/responsibilities:

1. Plan and execute Alumni and Foundation activities.
2. Create and distribute mailings for Foundation members and Alumni (dues notes, annual appeal, newsletter, event invitations, acknowledgement letters/receipts for paid dues.
3. Continually update Alumni and Foundation databases to create donor profiles to court donors and encourage planned giving to increase MACC fundraising efforts.
4. Schedule and conduct Alumni and Foundation committee meetings, as well as scholarship selection meetings for the following scholarships: Alumni Association, Stand Isle Memorial, Chris Burger Cancer Foundation Award, Thelma Shaw, Elsbury, Geo. W. Sparks III, Kenneth O. Hartley, and possible class scholarships.
5. Oversee processing of all money received (including online payments), coordinate annual departmental budgets, and monthly financial reports for Alumni and Foundation with the Director of Accounting Services; and assist with the Foundation’s investment management services.
6. Coordinate annual review of Foundation Mini-Grants and Coordinate grant-writing and reporting for department specific grants with the appropriate department head.
7. Create and maintain displays in the MACC Alumni Museum.
8. Develop fundraising goals with the Foundation Board of Directors and assist with the Endowment of the Arts.
9. Train Foundation Board of Directors to court possible donors.
10. Develop and maintain organizational strategies to strengthen alumni giving and participation.
11. Coordinate with Marketing Department or additional outside resourcing to create materials.
12. Coordinate alumni events with the Greyhound Booster Club.
13. Coordinate and sponsor the Brothers Ox and NGN honor organizations.
14. Perform other duties as assigned.