Executive Director, Law School Development and Alumni Relations (full-time, 35 hours/week)  
Columbus School of Law  
Position 101522

Position Summary: The Development and Alumni Relations department of the Columbus School of Law pursues a comprehensive advancement function for the Law School, in conjunction with other University development departments, which prominently includes law alumni relations activities, fundraising, donor acknowledgement, and stewardship. The department is also responsible for public relations and marketing efforts for the Law School.

Through regular contact with the Dean, Associate Dean, faculty, administrators, alumni, students, and friends, and by management and supervision of alumni relations, development, public relations, and marketing staff, the Executive Director pursues a comprehensive advancement program for the Columbus School of Law and oversees the Law School’s public relations and marketing efforts.

The Executive Director completes and applies strategic planning; organizes and directs development and alumni relations personnel and resources; and leads the Law School’s advancement program, public relations, and marketing efforts, in partnership with the Dean.

Essential Responsibilities:

- Completes strategic planning for comprehensive advancement program with annual and long-term fundraising objectives. Manage all aspects of a comprehensive development and alumni relations program, including public relations and marketing efforts. Establish an annual operation plan with benchmarks to meet and exceed annual and long-range advancement goals. Identify, cultivate, and solicit major and principal gift prospects in support of advancement goals. Identify and prioritize prospective major donors. Manage and supervise office staff who support the development and alumni relations functions, as well as the public relations and marketing efforts of the Law School. Plan, manage, and execute continued growth and participation of the Board of Visitors and Alumni Council in support of strategic planning and as active fundraisers. Develop agenda for meetings and activities and support fundraising functions of the Board of Visitors and Alumni Council, including planning and reporting of annual meetings and interim communications with members and committee work. Collaborate with the Dean in the strategic advancement of the Law School by organizing, planning, and assisting in the focus, preparation, and completion of all donor meetings involving the Dean, including the preparation of strategic objectives for the donor discussion, and necessary follow-up proposals and actions to close gift commitments. Create and oversee structures for engaging second and third tier prospects. Complete regular and effective liaison with Institutional Advancement leaders and staff to leverage opportunities for partnership and support of common advancement objectives for the advancement of the Law School. Identify and pursue foundation grant funding.

Minimum Qualifications:

- A Bachelor’s Degree is required, with a minimum of five (5) years’ work experience in annual giving and major gifts, with progressive management responsibility at a senior level in fundraising and alumni relations. Must possess a thorough knowledge of development fundamentals, as well as a successful track record in large gift cultivation. Must be able to deliver results and provide solid, entrepreneurial leadership of the division. Excellent written and verbal communication skills; strong interpersonal and organizational skills. Ability to motivate staff and volunteers to reach realistic goals. Strong management skills of both people and systems. Flexibility, knowledge, and interest in legal education and the Catholic intellectual tradition to facilitate understanding and communication of School’s mission.

Preferred Qualifications: Experience in legal education or another legal environment is strongly preferred. Experience in higher education or a large complex non-profit institution is also preferred.

How to apply: forward salary requirements, resume, and cover letter:CUARecruitment@cua.edu. Reference position 101522 in subject line of email. Position is open until filled.

The Catholic University of America  
Human Resources, 170 Leahy Hall  
620 Michigan Ave, NE  
Washington, DC 20064  
Fax: (202) 319-5802  
Tel: (202) 319-5050