Position Summary – DMSF
Director of Alumni Affairs

The Director of Alumni Affairs plays a strategic role in driving lifelong alumni engagement and fundraising to advance the transformative work of the Daniel Murphy Scholarship Fund, (DMSF). The Director of Alumni Affairs reports to the Executive Director of DMSF and works with the entire organization and key stakeholders.

The Director of Alumni Affairs will develop the annual Alumni giving campaign, produce customized events across DMSF’s alumni network and serve as an ambassador for DMSF and Murphy Scholar alumni to the Chicago business, education and philanthropic communities.

The Director of Alumni Affairs will develop high-impact educational and leadership programming for alumni and form partnerships with various organizations and companies to build employment pipelines for alumni. As a result, Murphy Scholar alumni will be well equipped to lead in their professions while promoting and advancing the mission of DMSF through philanthropy, mentoring and networking.

Through strategic efforts, the Director of Alumni Affairs will build a network of supporters who ignite the potential and enrich the lives of current and future generations of Murphy Scholars.

Position Responsibilities

- Provide proactive leadership working collaboratively with the Executive Director, DMSF staff, the Alumni Relations Committee of the board of directors and all key stakeholders.
- Develop a cohesive strategic plan for alumni engagement.
- In coordination with the Executive Director and with the Development team, execute fundraising initiatives to ensure that alumni are identified, cultivated and stewarded to expand DMSF’s network of support and increase fundraising goals to sustain and fuel the growth of the organization.
- In coordination with the Chief Advancement Officer, direct the inaugural Alumni Giving Campaign, including targeted appeals and fundraising events.
- Construct career development and networking initiatives/events along with intentional leadership programming.
• Develop a robust pipeline of career partners who actively recruit and hire Murphy Scholar alumni for internships and full-time employment at Chicago’s leading companies, organizations and institutions.
• Build and maintain strategic partnerships that increase college persistence while developing ethical and transformative leaders
• Conduct analysis and manage record keeping of alumni college persistence data.
• In collaboration with the Marketing and Communications Manager, oversee communication with Murphy Scholar alumni, including newsletters, social media, invitations and the DMSF alumni website.
• Oversee information management and alumni surveys, ensuring that all contact and demographic information is correct and up-to-date while ensuring that milestones are recorded and acknowledged in Raiser’s Edge.
• Serve as DMSF liaison to the Alumni Relations Committee of the DMSF Board of Directors.

Our ideal candidate will:

• Prioritize workplace culture, proactive collaboration, timely and thorough communication and effective project management
• Have a passion for the mission of DMSF and for the population of students that DMSF serves
• Have demonstrated success as a fundraiser with at least three years of experience in development
• Go above and beyond to complete projects, including occasional weekend and evening work
• Have strong relationship building skills
• Possess high proficiency in Raisers Edge or Salesforce and MS Excel
• Possess flawless attention to detail and accuracy along with strong organizational and writing skills
• Have the ability to manage multiple projects, think strategically, and meet deadlines
• Possess a strong ability to take direction, work independently and work collaboratively
• Possess B.A. or equivalent level of education along with five years of professional experience

To Apply Interested applicants should apply online with a cover letter and resume at https://careers.smartrecruiters.com/DanielMurphyScholarshipFund