

Manlius Pebble Hill School

Associate Director of Philanthropy and Engagement

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The associate director of philanthropy and engagement is responsible for developing a comprehensive strategy to build meaningful relationships between our alumni and parent communities and the School, as well as support initiatives to increase philanthropic revenue for the institution.

Responsibilities include:

- Oversee engagement events including but not limited to regional and virtual events, *MPH Conversations* speaker series, Homecoming/Reunion Weekend, Athletic Hall of Fame and fundraising events.
- Support the development of an annual strategy and goals for MPH Rising (MPH's annual fund) and oversee execution, including the management of the annual direct solicitation calendar.
- Manage an engagement portfolio of current and potential MPH Rising leadership donors to support the School's annual and major gift programs.
- Assist with the production of the alumni magazine, *Reflections*.
- Work with director of communications to create content for social media platforms and departmental newsletters.
- Develop a core set of high impact engagement initiatives and a comprehensive engagement strategy (reunion events, social media efforts, newsletter, etc.).
- Manage a budget line associated with the work responsibilities assigned to this position.
- Work with director of data management to maintain accurate constituent records by capturing personal profiles, career information, and correspondences with community members.
- Develop innovative and strategic programming to connect current students and faculty with members of our alumni community to increase awareness of the department's work and offer meaningful engagement opportunities for our alumni.
- Manage and support the organization of the School's memorabilia and archives.
- Assist with other Advancement Office projects and events as needed.

Qualifications:

- A demonstrated ability to develop and foster strong relationships with a wide variety of constituents.
- A proven ability to think creatively and problem solve independently.
- A desire to work in a goal-oriented environment with the flexibility to develop, implement, evaluate, and revise programming.
- Excellent interpersonal skills and the ability to work collaboratively as well as independently.

- Strong written and oral communication skills.
- Strong computer skills, including knowledge of and interest in social media.
- An ability to manage several tasks simultaneously, with strong attention to detail.
- Availability to travel and work weekends/evenings as needed.
- A bachelor's degree.

While MPH is an independent day school, the associate director of philanthropy and engagement will understand and appreciate that our education, student life experience, and community programming will often happen outside of the school day. Therefore, there will be some evening and weekend responsibilities for this role.

This full-time position offers a competitive salary and a comprehensive benefits package. Candidates should email a cover letter, resume, two writing and/or publications examples, and contact information for three professional references to Director of Philanthropy and Engagement, Kelly Rose, at krose@mphschool.org.

Manlius Pebble Hill School has a long-standing commitment to the principles of equal employment opportunity. In keeping with this commitment, we will continue recruitment, employment, compensation, terms, conditions, and privileges of employment of qualified persons without regard to gender, race, sex, religion, national origin, disability, veteran status, sexual orientation, or any other category protected by applicable federal, state, or local law.