

Director of Major Gifts & Alumni Relations

Pulaski Academy | Little Rock, Arkansas

Reports to: Assistant Head of School for Institutional Advancement

Position Overview

Pulaski Academy (PA) seeks a strategic and relationship-driven Major Gifts and Alumni Relations Director to join its Advancement Team. This individual will play a central role in advancing philanthropic support and strengthening alumni engagement, with a particular emphasis on the school's upcoming Capital Campaign.

The Director will manage a portfolio of major gift prospects, cultivate meaningful relationships with key constituents, and implement a comprehensive alumni relations program that fosters lifelong connections to the school. Candidates must demonstrate a sustained record of advancement leadership with measurable fundraising outcomes.

Key Responsibilities and Demonstrated Success Measures

- Major Gifts: Identify, cultivate, solicit, and steward donors, focusing on gifts of \$100,000+
 - Demonstrated success securing and stewarding major gifts of \$100,000+ in an independent school or comparable mission-driven environment, with a consistent record of closing six-figure commitments.
- Capital Campaign: Partner with senior leadership to execute strategies supporting campaign planning and implementation.
 - Proven leadership in Capital Campaign execution, including partnership with senior leadership to advance campaign strategy and achieve defined fundraising goals.
- Alumni Relations: Develop and lead programs that increase alumni engagement, participation, giving, and alumni board development.

- Proven track record of strengthening alumni engagement and philanthropy within a school community, including increasing participation, giving, and developing effective alumni leadership structures.
- Relationship Management: Serve as an ambassador for PA through consistent outreach, visits, and engagement with alumni, parents, and donors.
 - Evidence of building trusted relationships with high-net-worth donors, parents, alumni, and community leaders, resulting in measurable growth in donor pipeline, retention, and giving.
- Development Strategy: Develop a plan to cultivate major donors and corporate sponsorships, as well as a gift management, recognition, and stewardship strategy for all key stakeholders.
 - Experience designing and implementing a comprehensive advancement strategy that integrates major gifts, corporate partnerships, stewardship, and donor recognition aligned with institutional priorities.
- Leadership: Recruit, train, and guide volunteers to play an active role in major gift fundraising and campaign initiatives.
 - Demonstrated ability to recruit, train, and mobilize volunteers in support of major gifts and campaign initiatives.
- Ambassador: Represent PA at major school, donor, and alumni events, and maintain an active presence in the Little Rock community as an ambassador for the school.
 - Established credibility as an ambassador for a school or community organization, with an active presence in the Little Rock community and experience representing the institution at key events.
- Advancement Operations: Maintain accurate donor records, track progress toward goals, and ensure best practices in stewardship and reporting.
 - Proficiency in advancement operations, including donor database management, portfolio tracking, and reporting to support data-informed decision-making and goal attainment.
- Communication strategy and public speaking: Communicate with key stakeholders about PA, our Capital Campaign, and the opportunity to shape our organization's future.

- Exceptional written and verbal communication skills, with the ability to clearly articulate PA's mission, vision, and strategic priorities to diverse stakeholders.
- Event management: Plan and host small gatherings for alumni and key stakeholders to promote the school and our Capital Campaign.
 - Proven ability to plan and execute targeted, high-impact donor and alumni engagements that deepen relationships and drive philanthropic support.

Qualifications

- Bachelor's degree required; advanced degree preferred.
- Minimum of five (5) years of experience in fundraising, major gifts, and advancement.
- Demonstrated success in major gifts or comparable relationship-based revenue generation.
- Excellent communication, organizational, and interpersonal skills.
- High level of professionalism, discretion, and sound judgment.
- Willingness to travel and work both locally and out of state on special events, including occasional evenings and weekends.
- Must pass required background and reference checks, including fingerprinting and misconduct clearance.

Compensation & Benefits

- Salary Range: Commensurate with experience
- Benefits: Comprehensive health coverage, retirement plan with employer contribution, paid time off, and professional development support

To Apply: send resume, cover letter and five references (including phone number and email) in separate PDFs to Tucker Hastings, tucker@bigbackpack.org