



Atlanta's John Marshall Law School, Office of Development and Alumni Relations is seeking an **Assistant Director of Development** to join our team reporting to the Chief Development Officer. The Assistant Director of Development will be responsible for securing leadership gifts that drive the law school's initiatives and programs forward and focusing on cultivating and fostering meaningful connections and philanthropic partnerships. This role involves nurturing relationships with current and potential donors who are passionate about investing in the Law School's mission and growth.

The ideal candidate must have a minimum of 3-4 years of experience and a proven track record in leadership gift fundraising, strategic relationship building and event management and organizational skills; a degree in English, Communication, Business, Non-Profit Administration or a related field; excellent written and verbal communication skills; and proficiency in MS Office.

### **Ideal Experience and Qualifications**

The Assistant Director of Development will be responsible for, but not limited to the following:

- **Leadership Gift Solicitation:** Actively identifying, cultivating, and soliciting leadership gifts from alumni, foundations, corporations, and other potential donors to meet fundraising targets, focusing on leadership gifts and endowed scholarships, etc.
- **Donor Relationship Management:** Developing and nurturing strong, enduring relationships with current and prospective donors, ensuring personalized stewardship strategies that align with their philanthropic interests and the Law School's priorities
- **Event Coordination and Fundraising Activities:** Assisting with planning and executing of fundraising events, ranging from donor appreciation, and ensuring these events contribute effectively to fundraising goals and donor engagement
- **Data Management and Reporting:** Maintaining accurate donor records, utilizing database systems effectively to track interactions and analyze giving patterns

Atlanta's John Marshall Law School values a diverse workforce and inclusive culture. We are committed to equal opportunity without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status. We encourage applications from all qualified individuals. Applicants with disabilities who may need accommodation in the application process are to contact Ms. Crawford.

Salary:

All interested candidates may submit a current professional resume and the names of three references, to:

Cynthia Crawford  
Director of Human Resources  
Atlanta's John Marshall Law School  
245 Peachtree Center Ave., NE, Suite 1900  
Atlanta, Georgia 30303  
[ccrawford@johnmarshall.edu](mailto:ccrawford@johnmarshall.edu)

NO PHONE CALLS PLEASE