

Director - Foundations, Alumni and Staff Development
Alcorn State University

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Posted Sep. 16, 2025, set to expire May 10, 2026

Job Title	Director - Foundations, Alumni and Staff Development
Department	College of Agriculture and Applied Sciences
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Sep. 16, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Development/Institutional Advancement Alumni Relations
Job Website	https://jobopps.alcorn.edu/postings/7796
Apply By Email	

Job Description

The incumbent will serve in a strategic leadership position responsible for cultivating meaningful relationships with alumni, developing and implementing staff professional growth programs, and securing institutional support from foundations and grantmaking organizations. This role bridges community engagement, internal development, and philanthropic partnership, ensuring alignment with the institution's mission, vision, and long-term goals.

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Knowledge Skills and Abilities

- In-depth understanding of fundraising principles, donor cultivation, capital campaigns, planned giving, and grant writing.
- Knowledge of the structures, challenges, and best practices within academic institutions or nonprofit organizations.
- Familiarity with alumni engagement strategies, alumni database management systems, and volunteer management.
- Understanding of staff development strategies, performance management systems, and adult learning principles.
- Basic knowledge of budgeting, financial reporting, and fund allocation procedures.
- Understanding of branding, public relations, social media, and targeted communication strategies for diverse audiences.

Essential Job Functions

Alumni Engagement

- Develop and execute a comprehensive alumni engagement strategy to build lifelong relationships and active involvement.
- Coordinate alumni events, reunions, communications, and networking opportunities.
- Maintain and enhance the alumni database and CRM system to track engagement, career milestones, and giving history.
- Establish an Alumni Advisory Council and serve as the primary liaison.
- Promote alumni involvement in mentorship programs, guest speaking, volunteering, and institutional initiatives

Staff Development

- Lead the design and delivery of professional development programs aligned with institutional

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priorities and individual staff growth.

- Conduct needs assessment to identify areas for training and skill-building.
- Facilitate workshops, coaching sessions, and leadership development initiatives on a monthly basis.
- Manage professional development budgets and evaluate program effectiveness through feedback and performance metrics.
- Promote a culture of continuous learning and organizational excellence.

Foundation Relations & Grant Development

- Identify, cultivate, and steward relationships with local, regional and national foundations aligned with organizational priorities.
- Write, submit, and manage grant proposals and reporting requirements.
- Collaborate with program leaders and finance staff to align funding opportunities with strategies needs and ensure compliance with grant deliverables.
- Develop and maintain a grant calendar to monitor deadlines, reporting, and renewal opportunities.
- Create compelling cases for support and impact reports for current and prospective funders.
- Oversee the planning and implementation of the annual giving program, including direct mail and online giving, including testing strategies, reporting and cost management.

General Leadership & Administration

- Serves as a member of the leadership team, contributing to strategic planning and institutional development.
- Represent the college and organization at external meetings, conferences, and donor events.
- Coordinate with consultants including alumni coordinators or training facilitators.
- Prepare reports and presentations for internal and external stakeholders, and key institutional leadership, prospects and donors.

Qualifications

- Master's degree in Agriculture, Advanced Technologies, Human Sciences or related areas.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.
- A minimum of five years of proven experience managing a complex fundraising program.
- A successful track of record of personally identifying, cultivating and soliciting individual donors,

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corporations and foundations.

- Three (3) year of increasingly responsible clerical, secretarial and office administrative support experience, including two (2) years of experience at a level comparable to an Administrative Assistant I.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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