

## **Mirman School**

*Motivated by a deep love and concern for the needs of highly gifted children, Dr. and Mrs. Norman J. Mirman opened the doors of Mirman School in 1962. Originally located in their living room, the school moved to its current location in 1970, nestled atop a winding stretch of Los Angeles' Mulholland Drive. Today, the school distinguishes itself as one of the few schools in the country devoted to the education of highly gifted children.*

*Carrying on the tradition of the founders, Mirman teachers and administrators fuel the learning synergy of 330 highly gifted students, ages 5-14, from broadly diverse cultural and socio-economic backgrounds. Collectively, they create an educational haven for the academic nurturing, intellectual stimulation, emotional care, artistic fostering, physical health, social and ethical development, humanistic interests, and personal growth of the highly gifted student.*

## **Director of Annual Giving and Alumni Relations**

The professional in this position will oversee all aspects of both the Annual Giving and Alumni Relations programs. This position will collaborate closely with, and report to, the Director of Advancement. Responsibilities include but are not limited to the following:

### **Annual Giving Responsibilities**

- Provide strategic direction and leadership for the Annual Giving program, building upon the school's already strong foundation of giving;
- Oversee messaging and communications related to Annual Giving, including letters and brochures and the production of the Annual Report;
- Recruit and collaborate with parent, past parent, grandparent, faculty and alumni Annual Giving volunteer Chairs;
- Generate weekly reports for volunteer and school leadership; and
- Oversee cultivation and stewardship events.

### **Alumni Relations Responsibilities**

- Develop a meaningful alumni presence on campus and in school publications;
- Create opportunities to connect with and engage alumni parents in the life of the school;
- Provide vision and support to the newly formed Alumni Council which serves to involve alumni in outreach, event planning and fundraising;
- Work with the Director of Advancement to increase alumni financial support;
- Plan, organize and implement local and regional events, as well as age/generation-specific receptions and reunions for Mirman School alumni; and
- Create opportunities to introduce current students to the role of alumni in the life of the school.

### **Other Responsibilities**

- Contribute to the school website, invitations, and publications as related to Alumni Relations and Annual Giving;
- Stay current with Mirman School curriculum and classroom activities in order to be an articulate spokesperson for the school;
- Organize and maintain school archives in conjunction with the Director of Publications and Marketing.

- Identify opportunities to enhance the culture of philanthropy within the parent and alumni populations;
- To perform other duties as assigned.

### **Qualifications**

Bachelor's degree required. The successful candidate will have outstanding written and oral communication skills as well as the ability to work with and motivate colleagues and volunteers. He or she must possess analytical and fundraising skills with the proven ability to achieve goals. A familiarity with fundraising databases and donor relations practices is essential. *Experience with Raiser's Edge is preferred.* Must be internet savvy and experienced with social media forums. The successful candidate will have a minimum of 3 years fundraising experience.

### **Salary and Benefits**

Competitive and negotiable based on applicant's credentials and CAIS and NAIS regional school norms.