



Associate Director of Development – Alumni, Friends, and Annual Giving

Position Summary:

The **Associate Director of Development – Alumni, Friends, and Annual Giving** position is responsible for advancing the mission of Montana Technological University and the Montana Tech Foundation. Reporting to the Vice President of Development and Philanthropic Engagement, this position is accountable for designing and executing strategic efforts that strengthen alumni and friend relationships, inspire pride in Montana Tech, and grow annual philanthropic support from alumni, friends, parents, industry and community members.

As a frontline ambassador of Montana Tech pride, this position manages a comprehensive alumni engagement strategy and supports the Foundation's annual giving program. This includes overseeing events, volunteer engagement, donor communications, and digital fundraising campaigns and sponsorship—all with the goal of building lasting connections and increasing broad-based support for the University.

Core Responsibilities:

Alumni Engagement (50%)

- Develop and execute an annual alumni engagement plan aligned with institutional priorities and the Foundation's fundraising goals.
- Serve as the primary liaison to the Montana Tech Alumni Association (MTAA) Board and all regional and national alumni and friends networks.
- Plan and manage alumni events such as tailgates, homecoming, class reunions, regional gatherings, and signature programs celebrating Digger pride.
- Collaborate with Montana Tech departments and leadership—including Athletics, Academic Affairs, and Student Life—to build meaningful opportunities for alumni to engage with current students and the campus community.
- Coordinate alumni communications including newsletters, social media, alumni features, and in partnership with the University's marketing and communications team.
- Manage the relationship with the MTAA Board and regional chapter leads.

Annual Giving / Pipeline Development (40%)

- Support a data-driven annual giving program focused on donor acquisition, retention, and growth, with a particular emphasis on alumni participation.
- Design and collaborate on multi-channel fundraising campaigns including direct mail, email, social media, crowdfunding, and Montana Tech giving event DayOne.
- Develop segmentation and messaging strategies that speak to a wide range of constituencies, including young alumni, parents, friends, industry partners, community, and loyal donors.
- Collaborate with annual giving team to ensure timely acknowledgment, stewardship, and reporting of annual or first-time gifts.
- Monitor key performance indicators (KPIs) and adjust strategies based on data, outcomes, and emerging trends.

Teamwork and Leadership (10%)

- Support the supervision of student interns or part-time staff supporting alumni engagement or annual giving.
- Work closely with Major and Planned Giving colleagues to support campaign messaging and pipeline development.
- Contribute to a culture of collaboration, transparency, and innovation within the Montana Tech Foundation team.
- Participate in Foundation and campus-wide events and represent the Foundation in community activities as appropriate.

Preferred Qualifications:

- Alumni of Montana Technological University or Highlands College an/or Familiarity with the Montana Tech community and an enthusiasm for STEM-focused institutions.
- Exceptional communication, relationship-building, and event management skills.
- Experience in CRM systems (e.g., Raiser's Edge, Blackbaud, Salesforce, etc.) and digital fundraising tools.
- Ability to travel and work occasional evenings and weekends.
- Demonstrated success in volunteer management and donor engagement strategy.

Personal Attributes:

- Bright, approachable personality with a natural ability to connect with others.

- Comfortable speaking in front of groups and representing Montana Tech at events, meetings, and presentations.
- Outgoing and socially engaged, with a genuine enthusiasm for building relationships and representing the Montana Tech Foundation in the community.
- Passion for Montana Tech's mission and the impact of philanthropy on student success.
- Self-starter with a strong sense of accountability and attention to detail.
- Collaborative spirit with a solutions-oriented mindset.
- Eager to innovate, grow, and contribute to the Montana Tech Foundation's long-term success.

Salary and Terms of Employment:

- Minimum Salary: \$60,000 annually
- Salary is dependent on qualifications and experience.
- Employment includes a 6-month probationary period.
- Full-time position with benefits provided through the Montana Tech Foundation, including but not limited to:

Medical

Paid Vacation and Sick Leave

Retirement Plan

Location:

Montana Tech Foundation – Butte, Montana (on-campus)

For full consideration please email the following to mtechfoundation@mtech.edu:

- Cover letter addressing qualifications
- Resume
- Contact information for 3 professional references