



MONTCLAIR KIMBERLEY ACADEMY

Director of Constituent Engagement and Giving

Montclair Kimberley Academy, an innovative Jr-K–12 independent day school with a strong national reputation, seeks a strategic and dynamic **Director of Constituent Engagement and Giving** to lead philanthropic education and engagement efforts among current and former parents, alumni, faculty, students, and friends of the school.

Reporting to the **Director of Development**, this position blends oversight of key engagement programs and events with MKA's culture of philanthropy.

Key Responsibilities

Strategy & Leadership

- Provide strategic direction and develop an annual operating plan to engage and educate current and former parents, alumni, faculty, students, and friends on the importance of philanthropy.
- Conceive, develop, and execute programs and events that meaningfully engage and cultivate MKA constituents.
- Support and participate in the identification, cultivation, solicitation, and stewardship efforts of the department's frontline fundraisers.
- Oversee the constituent engagement budget and ensure alignment with institutional priorities.
- Serve as an ambassador for MKA's mission, fostering lifelong connections to the school.

Volunteer & Alumni Leadership

- Develop and oversee the annual volunteer engagement plan.
- Lead reunion volunteers and manage volunteer groups, including the **Reunion Committee**, **Student Alumni Relations Committee**, **Class Agents**, and **Young Alumni Ambassadors**.
- Oversee the **MKA Alumni Council**, including bylaws, communications, meetings, executive check-ins, member recruitment, and the management of all alumni awards programs (nominations, marketing, winner communications, logistics, and promotional materials).

Communications & Marketing

- Support the development and execution of communications, including newsletters, donor recognition pieces, magazine features, and alumni podcasts, for cultivation and stewardship.
- In collaboration with the Communications and Marketing Department, develop and execute a strategic annual content plan to engage alumni across social platforms (Instagram and LinkedIn) and the parent LinkedIn group.
 - Produce high-quality weekly content to support Development campaigns, events, and engagement goals within MKA's integrated marketing strategy.

Regular Publications

- **Grandparent Newsletter** – 3 issues annually
- **Parent of Alumni Newsletter** – 3 issues annually
- **Impact Newsletter** – 3 issues annually
- **Cougar Chronicles** – 10 issues annually (three audience segments)
- Additional mailings: Award nominations (3 per year), *In Memoriam* notices (~10 per year), networking and affinity updates, and BANI newsletters (2 per year).

Event Management

- Plan, coordinate, and execute key departmental events in collaboration with Development colleagues.
- Manage all event logistics, including invitations, RSVPs, vendors, volunteers, and event-day execution.
- Conduct post-event follow-up, including metrics tracking and stewardship communications.

Signature Events Include:

- 1974 Leadership Giving Society events (5 annually)
- New Parent Coffees (5 annually)
- Cultivation events (~3-5/year?)
- Grandparents Day (biennial)
- Community Scholars Reception (annually)
- Alumni events, including Reunion, Golf & Tennis Classic, Homecoming, Friendsgiving, Regional Alumni Events, Distinguished Alumni & Young Alumni Awards, Athletic Hall of Fame Ceremony, 100 Days to Graduation Celebration, Alumni Arts Production

Qualifications

- 7+ years of experience in advancement, admissions, educational marketing, fundraising, alumni/community relations, or nonprofit engagement.
- Exceptional interpersonal, project management, and communication skills.
- Proven ability to develop and execute strategic plans while managing multiple priorities.
- Proficiency with fundraising databases (e.g., Raiser's Edge) and digital engagement tools (social media).
- Event Planning experience
- Volunteer management experience
- Experience in an independent school or educational setting preferred.
- Bachelor's degree required.
- Availability to work evenings, weekends, and travel as needed.

MKA is committed to promoting an inclusive and representative education that honors students' narratives, provides a safe environment to explore and discuss multiple perspectives, and helps transform students and faculty, school culture and curriculum, community, and society. We actively seek candidates who share our commitment to this process.

Interested candidates should send a resume and cover letter to cjunquera@mka.org.

The salary range for this position is \$90,000 - \$115,000. Final compensation will be determined based on experience.

MKA offers a comprehensive benefits package to full-time employees, including, but not limited to, medical and dental coverage; retirement plans with employer matching; life and disability insurance; and access to wellness and professional development resources.

It is MKA's policy to provide equal employment opportunity to all qualified persons regardless of age, race, creed, color, national origin, ancestry, sex, gender identity, sexual orientation, socio-economic background, or disability not related to the requirements for being a successful employee at MKA.