

**Boyden Executive Search Contact**Lisa Vuona | 508.320.6445 | lvuona@boyden.comSara Swisher-Anderson | 917.566.5881 | sswisher@boyden.com**Position Summary**

The Associate Director of Development, Student Engagement & Well-Being, serves as a front-line development officer responsible for assisting with the planning and implementation of a coordinated program of fundraising activities. Working under the guidance and support of a seasoned development director who serves as team leader and supervisor, this role utilizes professional relationship-building skills to identify, cultivate, solicit, and steward major gift donors, 75% of which are parents, and prospective donors capable of making gifts of \$25,000 or more. The Associate Director will support special events designed to engage and cultivate major gift donors and prospects, and will identify stewardship opportunities to enhance donor engagement.

In addition, the Associate Director will lead the Parents Fund, which is the unrestricted annual fund within Student Life that supports student activities and student leadership. The current parents fund raises approximately \$300,000 annually.

The Associate Director works closely with Student Engagement and Well-Being staff and leadership, as well as student leaders within student organizations. This role provides an opportunity to broaden knowledge of fundraising approaches and is expected to contribute to team results while building long-term, meaningful donor relationships. The Associate Director typically solicits gifts ranging from \$25,000 to \$250,000. The Associate Director is accountable for raising \$500,000-750,000 per year, through managing a prospect pool and the parent fund.

This position will interact on a regular basis with alumni, parents, corporate and foundation representatives, staff, and volunteers. The Associate Director of Development will advise and counsel unit leadership, deans, development officers, and faculty.

Responsibilities

- Assist with the design and/or implementation of comprehensive fundraising plans for assigned college, school, program, region, or constituency.
- Use professional relationship building skills to develop and implement plans and strategies for identifying, cultivating, soliciting, and stewarding major gift donors and prospective donors. Close major gifts and commitments, both personally and in coordination with supervisors, with a typical gift range of \$25,000 to \$250,000, and an average annual fundraising accountability up to \$750,000.
- Establish and maintain a high degree of collaboration with other development officers and staff, as well as deans, school chairs, faculty, and other Institute academic and executive officers.
- Submit timely contact reports, prospect plans, and solicitations into tracking system.

- Participate in the preparation of written development materials including case statements, proposals, impact reports, and fundraising initiative/campaign related literature for assigned college, school, and/or program(s).
- Support special events and/or staff advisory board meetings to involve and cultivate major gift donors and prospective donors.
- Perform other related duties as assigned.

Knowledge, Skills & Abilities

- Broad knowledge of fundraising approaches and strategies.
- Knowledge of fundraising approaches.
- Strong interpersonal skills, ethical standards, and good judgement.
- Excellent skills in building long-term relationships.
- Persuasive written and verbal communication skills.
- Skills in prioritizing.
- Use of office-related computer applications is required.
- Ability and willingness to travel as an essential part of the position.
- Participation in evening and weekend activities is required.
- Focus on securing major gifts and grants from alumni, other individuals, corporations, and foundations.

Required Qualifications

- Bachelor's degree or equivalent combination of education and experience.
- Two to three years of progressively responsible experience in fundraising and/or relevant experience in sales and marketing, or other related fields.

Preferred Qualifications

- Two plus years of proven development experience and results in soliciting and closing annual gifts and/or major gifts, and/or experience in a Development Services role in a higher education setting and a campaign environment.

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About Boyden

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