

**Georgia Institute  
of Technology****Boyden Executive Search Contact**Lisa Vuona | 508.320.6445 | [lvuona@boyden.com](mailto:lvuona@boyden.com)Leslie Smith | 317.445.0309 | [leslie.smith@boyden.com](mailto:leslie.smith@boyden.com)**Position Summary**

The Associate Vice President of Development, Colleges, Schools and Units (CSU) will serve on the Office of Development's senior leadership team and be responsible for building and maintaining an effective partnership with the deans, school chairs, institute leaders, and other senior academic and administrative leadership across campus. This position will partner with stakeholders to develop more effective strategies that elevate the sights of our major gift supporters and advance both college, school, and unit-based needs, as well as the Institute's priorities. The AVP of Development, CSU will be required to maintain a portfolio of major and principal gift prospects to demonstrate how mission-driven fundraising can be achieved at a greater pace and higher level of investment. In addition, this position will be responsible for accelerating Development's success in achieving the public phase goals for the office's Transforming Tomorrow campaign. The AVP will be responsible for establishing group/departmental/division goals, determining the resources needed to meet those goals, assessing group/departmental/division performance feedback, and making pay decisions.

- This position will interact on a regular basis with: Deans, School Chairs, and Vice Presidents (VPs).
- This position typically will advise and counsel: Development Directors, Deans, Chairs, and affiliate organizations.
- This position will supervise: Executive Directors of Development.

**Responsibilities**

- Provide strategic leadership to major gifts programs. Offer professional leadership for the major gifts team comprised of highly experienced frontline officers and program staff. Collaborate with area teams to structure robust major gift prospect portfolios and pools at the \$100K+ (data-rated) level that will ensure maximum fundraising opportunities and success.
- Function as a valued strategist, advisor, and resource coordinator for the college, school, and unit major gift officers. Provide support in coordinating the participation of senior academic leadership, faculty, staff, and volunteers in achieving fundraising objectives for major gift prospects. Develop an inclusive, positive working environment across the major gifts team leading to reaching shared performance goals and objectives, as well as enhancing our ability to recruit and retain high-quality talent.
- Create a working relationship with academic and program leaders (deans, chairs, center, institute leaders, etc.) that builds a climate of collaboration, trust, and transparency around all Development fundraising work to support the colleges, schools, and units.

- Develop effective resources, tools, reports, and other materials for key academic and program leaders regarding fundraising opportunities, progress, challenges, etc. directly impacting their areas of the Institute.
- Be a visible and accessible partner to the teams supervised and the academic program leaders served. Collaborate with the VP and academic partners to define, deploy, and track major gift metrics for each college, school, or unit-based team.
- Work with major gift officers and their respective leaders to fully activate and strengthen our advisory councils, boards, and other volunteer leadership structures.
- Manage a portfolio of major and principal prospects with institution-wide interests reflecting best practices in identification, cultivation, solicitation, and stewardship. Participate as a strategist on major and principal prospect teams, with particular focus on individuals and organizations that can support the campaign and larger priorities in Georgia Tech's strategic plan.
- Work with prospect management and research and IT/IM colleagues to establish dashboards and other tools/resources that track and promote development officer effectiveness, create greater transparency around fundraising progress, and allow for more effective forecasting.
- Provide critical leadership support to college, school, unit, or central Development colleagues in the creation of effective solicitation and stewardship efforts.
- Perform other duties as assigned.

### Knowledge, Skills and Abilities

- **KNOWLEDGE –**
  - Knowledge of fundraising best practices, policies, and operations.
  - Working knowledge of cultural competencies needed to navigate the changing demographics and diversity in Georgia Tech's quickly changing student and young alumni populations.
- **SKILLS –**
  - Expert in written and verbal communication, analytical thinking, people management, problem-solving, customer service, organization, strong attention to detail, interpersonal relationship building, and creativity skills.
  - Proficient with Microsoft Office products.
- **ABILITIES –**
  - Exceptional ability to organize, establish objectives and priorities, and achieve goals in a centralized or hybrid fundraising environment.
  - Demonstrated ability to serve as a productive portfolio-holding gift officer.
  - Demonstrated ability to supervise multiple fundraising teams and achieve elevated outcomes.
  - Proven ability to develop and sustain confidence of internal and external stakeholders who directly impact fundraising success.

**Required Qualifications**

- Bachelor's degree or equivalent combination of education and experience.
- Seven years of job-related experience.

**Preferred Qualifications**

- Ability and willingness to travel, as well as engage effectively with stakeholders in a variety of settings (one-on-one calls in-person and virtual, small group events, and larger campaign activities). Successful use of data analytics to drive greater fundraising, forecasting, and performance outcomes.
- Advanced-level degree or currently progressing toward.
- Seven or more years of progressively responsible experience in fundraising within higher education or another similarly complex non-profit environment. Experience in either leading or participating in a comprehensive fundraising campaign effort.

### University Policies and Statements

Georgia Tech prides itself on its technological resources, collaborations, high-quality student body, and its commitment to building an outstanding and diverse community of learning, discovery, and creation. We strongly encourage applicants whose values align with our institutional values, as outlined in our strategic plan. These values include academic excellence, diversity of thought and experience, inquiry and innovation, collaboration and community, and ethical behavior and stewardship. Georgia Tech has policies to promote a healthy work-life balance and is aware that attracting faculty may require meeting the needs of two careers.

The Georgia Institute of Technology (Georgia Tech) is an Equal Employment Opportunity Employer. The University is committed to maintaining a fair and respectful environment for all. To that end, and in accordance with federal and state law, Board of Regents policy, and University policy, Georgia Tech provides equal opportunity to all faculty, staff, students, and all other members of the Georgia Tech community, including applicants for admission and/or employment, contractors, volunteers, and participants in institutional programs, activities, or services. Georgia Tech complies with all applicable laws and regulations governing equal opportunity in the workplace and in educational activities.

Georgia Tech prohibits discrimination, including discriminatory harassment, on the basis of race, ethnicity, ancestry, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, national origin, age, disability, genetics, or veteran status in its programs, activities, employment, and admissions. This prohibition applies to faculty, staff, students, and all other members of the Georgia Tech community, including affiliates, invitees, and guests. Further, Georgia Tech prohibits citizenship status, immigration status, and national origin discrimination in hiring, firing, and recruitment, except where such restrictions are required in order to comply with law, regulation, executive order, or Attorney General directive, or where they are required by Federal, State, or local government contract.

All members of the USG community must adhere to the USG Statement of Core Values, which consists of Integrity, Excellence, Accountability, and Respect. These values shape and fundamentally support our University's work. Additionally, all faculty, staff, and administrators must also be aware of and comply with the Board of Regents and Georgia Institute of Technology's policies on Freedom of Expression and Academic Freedom. More information on these policies can be found [here](#).

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**About Boyden**

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

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