



Boyden Executive Search Contact

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Position Summary

The Director of Development I, Library & Undergraduate Education, serves as a front-line development officer responsible for planning and implementing a coordinated program of fundraising activities. This role utilizes professional relationship-building skills to identify, cultivate, solicit, and steward major gift prospects, establishing and effectively managing relationships with significant donors. The Director will collaborate with the events team by participating in and supporting special events designed to engage and cultivate major gift prospects. This role will identify stewardship opportunities to enhance donor engagement.

The Director will design and implement comprehensive fundraising plans, collaborating closely with deans, vice provosts, faculty, and staff. This position typically solicits gifts ranging from \$25,000 to \$1 million and manages an individual portfolio with average annual fundraising accountability of \$1 to \$2 million. The Director will oversee a prospect pool of up to 200 prospects.

This position will interact on a regular basis with major and principal gift donors and prospective donors, including alumni, parents, representatives of corporations and foundations, staff, and volunteers. The Director of Development I will advise and counsel deans, school chairs, faculty, academic unit and program leadership, unit volunteer leadership, and other development officers.

Responsibilities

- Design and implement 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, personally and consistently, with a typical gift solicitation range of \$25,000 to \$1 million.
- Maintain ongoing relationships and provide exceptional donor stewardship to encourage future giving.
- Establish and maintain a high degree of collaboration with other development officers and staff, as well deans, school chairs, faculty, and other Institute academic and executive officers.
- Submit timely contact reports, prospect plans, and solicitations into tracking system.
- Prepare written development materials including case statements, proposals, and fundraising initiative/ campaign related literature for assigned college, school, and/or program(s).
- Support special events and/or advisory board meetings to involve and cultivate major gift prospects.
- Perform other duties as assigned.

Knowledge, Skills & Abilities

- Broad knowledge of fundraising approaches and strategies.
- Highest levels of interpersonal skills, ethical standards, and sound judgment.
- Demonstrated ability to drive team results while building long-term, meaningful donor relationships.
- Excellent skills in building and sustaining long-term relationships.
- Outstanding written and verbal communication skills.
- Strong abilities in prioritization, negotiation, influence, and interpersonal relations.
- Demonstrated skills in strategic planning, project management, program administration, and organizational effectiveness.
- High level of self-motivation, with the ability to work independently and collaboratively as part of a team.
- Proven capacity for multi-tasking and managing multiple priorities simultaneously.
- Proficiency in the use of office-related computer applications.

Required Qualifications

- Bachelor's degree or equivalent combination of education and experience.
- Three to five years of progressively responsible experience in fundraising and/or relevant experience in sales and marketing, or other related fields.
- Travel is an essential part of the position as is participation in evening and weekend activities.

Preferred Qualifications

- Minimum of three years of demonstrated experience and success in soliciting and closing five and six-figure major gifts.
- Experience in higher-ed or academic fundraising.

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About Boyden

Established in 1946, Boyden pioneered the first organized approach to executive search. Boyden has a network of more than 350 professionals in over 75 offices in 45 countries. Worldwide, the Boyden culture is based on professionalism, integrity, high personal partner involvement, and a commitment to exceed client expectations.

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