
Loyola Marymount University – Director of Development, College of Communication and Fine Arts

Job Summary – Director of Development:

Serving as the primary development officer for the College of Communication and Fine Arts (CFA), this position is charged with creating and implementing a comprehensive development program to engage and solicit alumni, parents, friends, community members, business, and civic leaders to achieve the development goals for the College. The Director of Development is personally responsible for soliciting and closing major gifts focused on gifts of \$100,000 or more. As the University Advancement content expert on the College, this position is responsible for educating and collaborating with all University Advancement development colleagues regarding funding opportunities within CFA. This position also provides support to the College's volunteer board and works in collaboration with the Dean of the college.

LMU believes that diversity and excellence go together; we seek to hire individuals who have a significant potential for cultural contribution in the workplace and a commitment to working effectively with colleagues and donors from diverse backgrounds.

Position Specific Responsibilities:

- Design and implement a comprehensive development plan to increase philanthropic support for funding priorities established by the Dean. Focus on strategically identifying, engaging, qualifying, cultivating, and soliciting major gifts of \$100,000 or more and stewarding donors to the College of Communication and Fine Arts. Achieve annual and campaign development goals. Build, develop, and manage a portfolio of 100-125 major and principal gift prospects, with 30% of the portfolio in the solicitation phase of the donor cycle at any given time. Execute at least 150 meaningful engagements and present 20+ proposals per year, with an expectation of escalating philanthropic goals.
- Develop effective fundraising strategies in coordination and collaboration with the Dean and other members of the University Advancement team. Collaborate with all University Advancement partners, including other unit-based development officers, Annual Giving & Annual Leadership Giving, Parent Giving, Principal Gifts, Corporate and Foundation Relations, Planned Giving, Advancement Information Services, and Special Events to achieve annual and campaign development goals. Strategically coordinate strategies for major gift solicitations with University Advancement partners. Actively involve the Dean, department heads, faculty, and key volunteers in the identification, cultivation, and solicitation process as appropriate.
- Work collaboratively with members of the Dean's staff who support the College's development efforts in communications, partnerships, outreach, and scholarship selection. Ensure that the awarding and reporting of scholarships and other gifts is completed accurately and appropriately.
- Develop and manage a portfolio of major gift prospects for the purposes of qualification, cultivation, solicitation, and stewardship.
- In partnership with University Advancement leadership and the Dean of the College, establish annual qualitative and quantitative goals, objectives, and key accountabilities to increase donors and dollars raised for the College. Prepare and deliver annual written plans.

- Assist in recruiting, managing, and developing the College's development-focused volunteer board. Recommend policies and procedures for the rotation, nomination, and selection of new board members and honorees.
- Forecast and manage the development budget assigned to this position. Perform other duties as assigned to meet University priorities.

Experience Qualifications:

- Exhibit behavior that supports the university's mission, vision, and values. Promote and support an environment of diversity and inclusion. Communicate and employ interpersonal actions that model high professional, responsible, accountable, and ethical standards. Demonstrate a commitment to outstanding customer service.
- Minimum five years of experience in development or a related field, preferably in higher education. A track record that demonstrates solid fundraising results and demonstrated success in soliciting and closing major gifts. This includes the ability to plan, organize and implement fundraising activities effectively and participate in high-level individual, corporate, and/or foundation solicitations. Experience in promoting and coordinating the involvement of volunteers. Experience should be in progressively responsible positions.
- Demonstrated ability to set priorities, coordinate multiple projects and personally ask and close gifts. Willingness to travel and work occasional weekend/evening hours. Deal effectively and comfortably with high-level donor prospects. A high energy, goal-oriented worker who is well organized and personable. Utilize a creative approach to fundraising projects. Ability to effectively communicate the vision, values, and mission of Loyola Marymount University, while capturing the interest of the prospect.
- Demonstrated successful experience working with boards comprising prominent corporate and community volunteers and alumni.
- Ability to collaborate with colleagues across multiple areas (i.e., academics, communications, business and finance, administration, government and community relations, external partnerships) to bring projects to completion successfully.
- Exemplary communication skills (both written and oral) evidenced by background in preparing comprehensive reports and executive summaries incorporating complex, highly technical information.
- Highly developed organizational and leadership skills.
- Demonstrated computer competency in Word, Excel, Outlook, and PowerPoint and preferably have knowledge of Advance or other comparable fundraising systems.

Required Education:

Typically, a Bachelor's Degree is required. The incumbent will be expected to continue upgrading knowledge, skills, and abilities needed to keep abreast of regulation/policy changes.

Loyola Marymount University has partnered with Boyden Executive Search. For more information about this opportunity or to submit a cover letter and resume, please email:

Lisa Vuona

Managing Partner, Boston

lvuona@boyden.com

[LinkedIn](#)

Don't check off all the boxes or meet every single requirement? We have learned that potential candidates hesitate when applying for a job unless they meet every single requirement. Boyden Boston is dedicated to inclusivity and valuing diversity and equity in the workplace. If this opportunity excites you, but your background may not be a perfect match, we still encourage you to apply.