

**Loyola  
Marymount  
University****Boyden Executive Search Contact**Lisa Vuona | 508.320.6445 | [lvuona@boyden.com](mailto:lvuona@boyden.com)Beth Parsons | 617.592.0473 | [bparsons@boyden.com](mailto:bparsons@boyden.com)Leslie Smith | 317.445.0309 | [leslie.smith@boyden.com](mailto:leslie.smith@boyden.com)**Position Summary**

The Director of Development (DoD) is charged with creating and implementing a major and principal gift development plan to identify, cultivate, engage, solicit and steward alumni, parents, friends, community members, business and civic leaders to support University priorities. The Director of Development is personally responsible for soliciting and closing major and principal gifts of \$100,000 or more. The DoD is responsible for collaborating with all University Advancement development colleagues, especially the unit-based DODs, Executive Directors, and the VP, regarding funding opportunities within the units.

LMU believes that diversity and excellence go hand-in-hand, therefore seeking 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 University Advancement Leadership. Focus on strategically identifying, engaging, qualifying, cultivating, and soliciting major and principal gifts of \$100,000 or more and stewarding major- and principal-level donors. Achieve annual and campaign development goals. In collaboration with Prospect Management and Research, build, develop and manage a portfolio of 100-125 major and principal gift prospects, to have 30-40 prospects in the solicitation phase of the donor cycle at any given time. Execute at least 150 meaningful engagements and present 24+ proposals per year, expecting to escalate philanthropic goals.
- Develop effective fundraising strategies in coordination and collaboration with the University Advancement leadership team. Collaborate with all University Advancement partners, including unit-based and centralized development officers, Annual Giving & Annual Leadership Giving, Parent Giving, Principal Gifts, Corporate and Foundation Relations, Gift Planning, Advancement Information Services, and Special Events to achieve annual and campaign development goals. Strategically coordinate strategies for major and principal gift

solicitations with University Advancement partners. Actively involve the University leadership, department heads, faculty, and key volunteers in the identification, cultivation, and solicitation process as appropriate.

- In partnership with University Advancement leadership, establish annual qualitative and quantitative goals, objectives, and key accountabilities to increase donors and dollars raised for the units. Prepare and deliver annual written plans.
- In collaboration with University Advancement leadership, forecast and manage the development budget assigned to this position.
- Perform other duties as assigned to meet University priorities.

### **Loyola Marymount University Expectations**

Exhibit behavior that supports the mission, vision, and values of the university. Communicate and employ interpersonal actions that model high standards of professional, responsible, accountable, and ethical conduct. Demonstrate a commitment to outstanding customer service.

### **Requisite Qualifications**

- Bachelor's Degree or equivalent experience. The incumbent will be expected to continue upgrading the knowledge, skills, and abilities needed to keep abreast of regulation/policy changes. LMU is seeking professionals with varied backgrounds, abilities, experiences, thoughts, and ideas.
- Minimum five years' experience in development or a related field, preferably in higher education. A track record that demonstrates solid fundraising results and demonstrated success soliciting and closing major gifts. 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. Effectively communicate the vision, values, and mission of Loyola Marymount University while capturing the prospect's interest.
- 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 a 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, PowerPoint, and preferably know Advance or other comparable fundraising systems.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Boyden Contacts****Lisa Vuona**

Managing Partner

[lvuona@boyden.com](mailto:lvuona@boyden.com)

M +1 508.320.6445

**Beth Parsons**

Principal

[bparsons@boyden.com](mailto:bparsons@boyden.com)

M +1 617.592.0473

**Leslie Smith**

Executive Search Consultant

[leslie.smith@boyden.com](mailto:leslie.smith@boyden.com)

M +1 317.445.0309

**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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