



Boyden Executive Search Contact

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Position Summary

Reporting to the Executive Director, Law School Advancement, the Leadership Giving Officer (LGO) plays a significant role in increasing philanthropic support for Seton Hall's Law School. The LGO qualifies, cultivates, solicits, and stewards individuals living locally and out of state who have the capacity to make gifts of \$5k to \$25K. The LGO's portfolio may be focused on specific prospect constituencies including alumni and parents, geographic regions, and/or institutional priorities including financial aid, scholarships, capital projects, and other priorities of the Law School.

Essential Responsibilities

- Effectively and efficiently qualify 125-150 individuals in portfolio to solicit and close gifts ranging from \$5k to \$25k;
- Manage donors and prospects throughout the qualification, solicitation, and stewardship phases applying sound strategies for each Law School prospect;
- Partner with Seton Hall's central advancement team on Giving Days, challenges and other campus-wide giving events and priorities;
- Maximize productivity through portfolio management strategies supported by prospect research and data analytics, including securing face-to-face visits with potential donors;
- Regularly update database with timely contact reports, demographic updates, and moves management activity;
- Prepare donor correspondence, gift documentation, briefing materials and related documents as needed;
- Collaborate with the Law School faculty, administration, and staff to maximize resources and create opportunities to engage prospects and donors through events, conferences, and other activities;
- Develop relationships with key campus partners to achieve engagement and revenue goals; and
- Uphold the mission, vision, and values of Seton Hall, and development a deep knowledge of the funding priorities, programs, and strategic positioning of the Law School.

Essential Requirements

- Bachelor's degree with a minimum of 4 years of frontline fundraising experience, preferably in higher education. Other related experience, sales, or account management experience, may be considered;
- Positive professional who is initiative-taking, results-oriented and collaborator who is enthusiastic and able to make direct person-to-person solicitations;
- Excellent written and verbal communications skills;
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines; and
- Consistent professional interactions and ability to maintain confidentiality at all times.

Boyden Contacts



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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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