



SARAH
LAWRENCE
COLLEGE

Boyden Executive Search Contact

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Sarah Lawrence College

Founded in 1926, Sarah Lawrence is a coeducational, residential liberal arts college situated on a wooded campus just north of New York City in Bronxville, NY. The College is internationally renowned for its combination of strength in artistic creation, high expectations for written expression, and a uniquely rigorous academic program. Wide ranging and intentionally interdisciplinary, the academic program is built around a pedagogy of close collaboration between faculty and students in a process of directed exploration made possible by a student-faculty ratio of 10-to-1.

Position Summary

The Senior Director of Alumni Relations and Annual Giving leads the development and execution of strategic initiatives that drive annual giving and alumni engagement, ensuring alignment with the College's institutional goals. This role fosters sustainable donor participation and revenue growth while building a vibrant alumni community through targeted outreach, meaningful programs, and lifelong connections. By leading staff and volunteers, optimizing resources, and leveraging data-driven insights, the Senior Director supports the College's mission by securing essential financial support and deepening alumni involvement.

Essential Functions

- Develop and implement a strategic annual giving plan that aligns with the College's objectives, focusing on acquiring and retaining donors through targeted outreach, segmentation, and personalized communication.
- Lead a comprehensive alumni engagement program, including volunteer opportunities, reunions, career development, mentorship, and regional networks, ensuring alignment with institutional priorities.
- Recruit, train, and mentor development professionals, fostering collaboration and a culture of growth, while setting strategic goals for the alumni and annual giving team.

- Oversee donor cultivation and stewardship strategies, using tailored recognition programs, impact reporting, and personalized engagement to strengthen donor relationships.
- Collaborate with key stakeholders, including advancement colleagues, faculty, institutional leadership, and volunteers, to ensure alignment of alumni and fundraising efforts with broader College initiatives.
- Manage complex projects and budgets, overseeing resource allocation, vendor relationships, and strategic decision-making to maximize program impact.
- Use data analysis and reporting to monitor trends, optimize engagement and fundraising strategies, and ensure data-driven decision-making.
- Support the President and Vice President in donor engagement, providing strategic recommendations, briefing materials, and on-site support during events and visits.
- Engage and cultivate relationships with major gift prospects, collaborating with the Advancement team to develop initiatives that resonate with donors' interests.

Additional Responsibilities

- Assist with campus events, such as commencement and family weekend, enhancing community engagement.
- Maintain data integrity by collaborating on data management practices, cleansing, and system optimization.
- Participate in campus programming committees, contributing to the development of event strategy and community initiatives.
- Mentor colleagues across departments, sharing best practices in fundraising and alumni relations.
- Facilitate alumni engagement for prospective parents, enhancing their connection with the College.
- Contribute to the launch of new educational programs by leveraging alumni networks for feedback and outreach.
- Provide temporary support to departments during staffing transitions, ensuring continuity of operations.
- Other duties as assigned by supervisor.

Required Qualifications

- Bachelor's degree in a related field.
- A minimum of 10 years of experience in alumni relations, annual giving, or advancement.
- Proficiency in strategic planning, event management, and team leadership.
- Experience with fundraising software and CRM systems.
- Strong public speaking, presentation, and relationship-building skills.
- Experience working with high-level volunteers and donors.
- Ability to travel and work flexible hours, including evenings and weekends.

Preferred Qualifications

- Advanced degree in a related field.
- Experience in higher education or nonprofit fundraising.
- Familiarity with marketing and communication strategies.
- Demonstrated ability to manage complex projects and multiple priorities effectively.

Physical and Cognitive Requirements

- Primarily sedentary, involving extended periods of sitting and significant computer use.
- Frequent verbal and written communication required.
- Capacity to organize and synthesize detailed information.
- Occasional walking/standing/lifting required.
- Occasional travel required.

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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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