

**Boyden Executive Search Contact**Lisa Vuona | 508.320.6445 | lvuona@boyden.comHolly Wolk | 585.397.0975 | hwolk@boyden.comLeslie Smith | 317.445.0309 | leslie.smith@boyden.com**Position Summary**

Florida State University seeks an accomplished and strategic fundraising professional to serve as Senior Director of Development for the Herbert Wertheim College of Business. Reporting to the Associate Vice President for Principal Gifts & Gift and Estate Planning, the Senior Director will lead the College's major and principal gift fundraising efforts, develop and manage a portfolio of high-capacity donors, and partner closely with the Dean, senior university leadership, faculty, volunteers, alumni and central development teams.

The successful candidate will bring a proven record of securing philanthropic support at the major gift level. The role will also provide leadership to the College's fundraising team, strengthen donor and volunteer engagement, and develop strategies that advance the mission and priorities of Florida State University.

Position Responsibilities

- The Senior Director of Development strategically designs and executes a personal solicitation program resulting in philanthropic support through the identification, cultivation, solicitation and stewardship of high-level prospects for the Herbert Wertheim College of Business. The Senior Director of Development secures, on an annual basis, private support at the major gift level (\$100,000) while also identifying, developing and managing a portfolio primarily consisting of \$1,000,000 and above donors. The Senior Director of Development will be expected to uphold and exemplify the operating practices of the Division of University Advancement while raising philanthropic dollars in support of the mission of Florida State University.
- Serving as the chief strategist, develops, oversees and coordinates the fundraising plans of the College with the Dean and the Associate Vice President, Colleges, Schools and Units. Identifies, qualifies and sustains a donor prospect pipeline and portfolio with a giving capacity of \$100,000 or more, while concentrating on the development of major and principal gift prospects at the \$1,000,000 and up level. Provides oversight and assistance in the determination of the feasibility and type of giving vehicle best suited to the needs of the donor, the Herbert Wertheim College of Business and the University. Prepares prospect materials for the President of the University, the Vice President, the Associate Vice President, the Dean and other senior administration as appropriate to a prospect's situation.
- Effectively communicates FSU's mission and represents the FSU's culture to external stakeholders.
- Travels frequently to meet with alumni, parents, faculty, staff and friends of FSU.

- Supervises and assists in the professional development and mentoring of the Herbert Wertheim College of Business fundraising staff, to include the monitoring of fundraising metrics. Leads staff in establishing a strong philanthropic focused and supportive work environment in alignment with the FSU's operating principles. Facilitates the development, maintenance and monitoring of strategically aligned staff work plans. Responsible for cost center budget development and management, including expense reports under the direction of the Associate Vice President of Advancement, Colleges, Schools and Units.
- Facilitates meetings, initiating up to date communications, informational exchanges and project / philanthropic coordination with the faculty and faculty chairs. Prepares correspondence with prospects and all contact reporting in a professional and timely manner. Maintains donor interest and enthusiasm through stewardship activities. Prepares proposals and gift agreements as required for proper gift documentation. Reviews gift agreements for proper gift documentation.
- Designs and develops a volunteer structure in support of the Herbert Wertheim College of Business' fundraising efforts. Ensures direct activities with prospects are designed to enhance the affiliation between the prospect and the University.
- Coordinates with the Division of University Advancement colleagues to identify prospects for planned giving, corporate and foundation giving in partnership with the Office of University Research, and principal giving in partnership with the Principal Gifts Team. Protects confidential information.
- Perform other related duties as required and assigned.

Qualifications

- Master's degree and four years of experience in a related advancement field or a Bachelor's degree and six years of related experience. Higher education can substitute for experience at a comparable rate.
- A valid Florida Driver's License or the ability to obtain upon hire.
- The ideal candidate will demonstrate substantial experience in major and principal gift fundraising, preferably within a complex higher education or similarly sophisticated institutional environment.
- Experience managing portfolios of high-capacity donors and securing gifts of \$100,000 or more, including gifts at the \$1 million level and above, is highly desirable.
- The successful candidate will bring strong strategic planning, relationship management, solicitation, stewardship and proposal development skills.
- Experience supervising, mentoring and developing fundraising professionals is also preferred, as is a demonstrated ability to collaborate effectively with academic leaders, senior administrators, volunteers, faculty and central advancement colleagues.
- Strong written and verbal communication skills, sound judgment, and discretion.
- The ability to represent the mission and priorities of Florida State University with credibility and enthusiasm are essential.

Benefits

Florida State University offers a comprehensive benefits package that may include wellness programs, recognition programs, employee development opportunities, retirement contributions, earned leave and other employment-related benefits and perks.

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About Boyden Global Executive Search

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