



**Loyola
Marymount
University**

Boyden Executive Search Contact

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Position Summary

Serving as a senior development officer for the Frank R. Seaver College of Science and Engineering, the Senior Director of Development is charged with creating and implementing a comprehensive development plan to engage and solicit alumni, parents, friends, community members, business and civic leaders to achieve the development goals for the College. The Senior Director of Development is personally responsible for soliciting and closing major and principal gifts of \$100,000 or more. As a 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 the College.

LMU believes that diversity and excellence go hand-in-hand, therefore the school seeks 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

- In partnership with UA leadership, 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 and principal gifts of \$100,000 or more, and stewarding major- and principal-level donors to Seaver College of Science and Engineering. 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, with a goal of having 30-40 prospects in the solicitation phase of the donor cycle at any given time. Annually, execute at least 150 face-to-face visits and present 20+ proposals, 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 centralized and unit-based 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 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 and University Advancement team who provide support to the College’s development efforts in the areas of communications, partnerships, outreach, and scholarship selection.
- In partnership with University Advancement leadership, establish annual qualitative and quantitative goals, objectives, and key accountabilities in order to increase donors and dollars raised for the College. Prepare and deliver annual written plans.
- Assist with the recruitment and management of the College’s volunteer board, as it relates to development efforts. Recommend policies and procedures for the rotation, nomination, and selection of new board members and honorees.
- 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

- Typically, a Bachelor’s Degree or equivalent experience. Master’s degree preferred. Incumbent will be expected to continue upgrading knowledge, skills, and abilities needed to keep abreast of regulation/policy changes.
- Minimum seven 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. This includes the ability to plan, organize and implement fundraising activities effectively, as well as 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, PowerPoint and preferably have knowledge of 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.

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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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