

## Texas A&M, Colleges of Arts & Sciences – Senior Director of Development

### Summary:

The **Senior Director of Development, College of Arts & Sciences** serves as an ambassador of the Texas A&M Foundation and Texas A&M University with responsibility to help unite donor generosity with university vision in support of Texas A&M's unique role in shaping a brighter future.

Serving as a fundraiser for the newly formed College of Arts & Sciences, the Senior Director of Development will play a pivotal role in engaging alumni and donors with the auspicious goals of the college. Diplomacy, drive, and determination will be core qualities in reconnecting alumni from three different schools to share in the pride and enthusiasm of one united college with 19,000 students, over 900 faculty, 250,000 former students, and more than \$140M in research dollars.

This accomplished and high-energy fundraiser will discover, inspire, invite, and engage prospective donors with major and planned gift potential. Experience working in large and complex institutions will be key to leveraging partnerships and developing strong relationships with internal stakeholders. This professional will also serve as a strategic partner and philanthropic advisor to the University and academic leadership.

### Essential Functions & Major Responsibilities:

#### General Responsibilities

- Discover, inspire, invite, and engage a group of high priority prospects, considering their individual desires and interests as well as the university's needs and priorities, creating customized funding opportunities based on strategic objectives of the Foundation, University, and the interests of the donor.
- Build and maintain an appropriate, robust portfolio of major gift capacity individuals, generating an established network of donors through initiative, curiosity, and resourcefulness and sustain a program of donor stewardship activities. Monitor all contacts with assigned prospects to ensure positive and purposeful prospect and donor relations.
- Design and implement short- and long- term strategies to strengthen existing relationships with current major donors and expand the donor base through acquisition of new donors through donor cultivation activities.
- Construct a strategic portfolio design demonstrating a mastery understanding of portfolio moves management partnering with Research Services to identify new prospects and perform regular portfolio maintenance. Assess and expand portfolio by building relationships, identifying new potential candidates, and acting on data and donor research.
- Work collaboratively with Foundation and university staff to ensure a high level of coordination and foster a service-minded and donor-centric approach with strategic and purposeful cultivation and solicitation activities.
- Develop trusted advisor relationships with University Partners, Development Councils, and Advisory Boards, as applicable, working collaboratively with other Foundation and University staff to coordinate strategic and purposeful cultivation and solicitation activities with increasing gift complexities.

- Author and edit funding proposals, gift agreements, and donor communications to facilitate securing complex philanthropic gifts working across College, Units, or University as needed based on donor's areas of interest.
- Work in partnership with Office of Planned Giving to cultivate and expand current giving by planned gift donors and integrate planned gift objectives into the conversation and solicitation process for current gift donors.
- Execute steps of the Principal Gifts checklist, as appropriate, developing intentional, donor-centric strategies for moving the prospective donor through the giving cycle with sophisticated approaches.
- Master knowledge of effective use of CRM platform and other software packages to allow for purposeful documentation and management of portfolio. Prepare timely interaction notes and other appropriate progress reports and maintain accurate records of donor activity in the CRM donor database.
- Engage a curious mindset to think creatively in new approaches to discover philanthropic giving interest and potential.
- Understand College/Unit key development account information, account processes, and scholarship award mechanics to articulate to donors and interface with University financial representatives.
- Develop and maintain strong working relationships within the entire Foundation spanning across the development and support operations to facilitate knowledge sharing across the stakeholder base and enhancing understanding of the full gift process.
- Provide mentoring, teaching, and peer leadership, formally or informally, to enable the growth of internal development professionals strengthening; enhancing organizational capabilities through knowledge transfer, on the job training, and individual and group learning opportunities.
- Create trusted relationships with donors and utilize active listening skills to match the philanthropic interests of the donor with the mission and goals of the university.
- Adhere to the Foundation's Coordination Policy for fundraising activities leading by example for newer development officers to emulate.
- Serve the Texas A&M Foundation and embrace Team of Teams, collaboration, transparency, accountability, and a donor-centric mentality.
- Adhere to the CASE Statement of Ethics, Donor Bill of Rights and fundraising best practices ensuring compliance with regulatory requirements, Texas A&M Foundation policies and donor intent.

### Development Unit Specific Responsibilities

- Develop and maintain strong working relationships with University partners and faculty champions with primary focus on building and maintaining open and transparent communication between the development office and the faculty/administration building trust and enhancing the overall culture of philanthropy on campus.
- Identify, inspire, and recruit faculty champions with big transformational ideas to engage and partner in the philanthropic strategic planning process to drive funding opportunities and achieve excellence.
- Demonstrate a mastery of strategic business plan development and project management skills applying the understanding to cross-collaborative efforts to provide a comprehensive donor or project plan for high impact initiatives or principle gift level donors.
- Provide development leadership for unit/college and participate in team based fundraising efforts that advance the mission and strategic vision of Texas A&M University and the college/unit.
- Collaborate with the appropriate stakeholders to determine funding priorities and potential funding sources for various programmatic needs, scholarships, faculty support, big ideas, transformative initiatives, and building needs.
- Serve as content expert and contact in the development office for the assigned unit/college, addressing inquiries regarding fund-raising policies and procedures.
- Attend regular college/unit meetings and report out as assigned.

- Promote a positive image of Texas A&M University and the A&M Foundation among its constituents and serve as an advocate for the college/unit and its mission.
- Translate contextual and academic ideas, objectives and information into relatable messages that resonate with the donor.

## Reflective of all positions within the Foundation:

### Relational and Collaborative Engagement

- Demonstrate the attributes and behaviors of a Passionate Professional Dedicated to Purposeful Philanthropy.
- Embody the Aggie Core Values and the Foundation Beliefs.
- Contribute to team effectiveness through knowledge-sharing and proactively identifying process improvements.

### Additional Duties

In addition to essential functions & major responsibilities, the position also includes the duties listed below:

- Participate in the establishment and attainment of personal, departmental, divisional, and organizational goals and objectives in support of the mission, vision, and goals of the Foundation.
- Perform special projects and initiatives as assigned.

## General Position Requirements:

### Supervision Duties

This position may grow to supervise direct reports and may also provide guidance and assignment of tasks to student workers and Development Assistants. Provides organizational leadership through collaborative efforts.

### Working Hours

The position is an exempt level position with a standard work schedule of 40 hours during core business hours Monday through Friday 8:00 a.m. – 5:00 p.m. The position requires frequent weekend and evening hours for development travel or attending Foundation events.

### Travel Requirements

Frequent and extensive travel (including overnight stays, weekends, and evenings) with the ability to visit stakeholders in offices, residences or other agreed locations is a requirement of the position.

### Physical Demands

Ability to sit for long periods of time at a personal computer performing work related functions. Requires some limited physical exertion such as long periods of standing, recurring bending, crouching, stooping, stretching, reaching, lifting or similar activities.

## Other Requirements

A valid Texas driver license and good driving record must be maintained as a requirement of the position.

## Education, Training, & Experience:

### Minimum Required Qualifications

- Bachelor's degree or any equivalent combination of education and experience
- Minimum 5+ years of fundraising or other related experience with demonstrated history of success in relationship-driven or high external outreach industry. Experience in higher education is strongly preferred
- Proven ability to develop rapport quickly, communicate effectively with a wide variety of personalities including exceptional cold-calling skills to move conversations to the next level
- High-level of drive, energy, and curiosity to constantly meet, qualify and engage donors and potential donors thinking through non-traditional approaches
- Ability to maintain confidentiality across a variety of situations and involving a variety of constituents (including Foundation leadership, team members, prospects, donors, and University leadership)
- Strong written, verbal and interpersonal communication skills including excellent listening, relationship-building, and customer service including the ability to respond to internal and external constituents with tact, diplomacy and discretion
- Strong commitment to the mission and vision of the Texas A&M Foundation with the ability and desire to serve as a compelling ambassador for the organization and Texas A&M University
- Flexibility to travel extensively including evenings, overnight and weekends and the ability to visit donors in offices, residences, or other agreed locations.
- A valid Texas driver license and good driving record must be maintained as a requirement of the position.
- Proficiency in using Microsoft Office applications (Excel, Outlook, Word, PowerPoint, Teams) and Internet software including social media platforms

### Additional Desired Qualifications

- Master's degree
- Certified Fundraising Executive (CFRE), or other comparable certification
- 8+ years of related development experience with at least 3 years' successful experience in front-line major gift fundraising
- Demonstrated success and effectiveness in identifying, qualifying, cultivating, soliciting, closing, and stewarding donors/potential donors
- Proven ability to navigate complex situations with diplomacy and discretion, building bridges between differing or competing priorities while maintaining a high level of poise and professionalism in all circumstances
- Proven ability to work collaboratively across disciplines/units and build cross-functional, interdisciplinary partnerships
- Possess a problem-solving, curious mindset to think creatively in new approaches to discover philanthropic giving interest and potential
- Possess the aptitude to relate well to the academic community with understanding of the academic environment or prior work experience in college or university setting
- Ability to comprehend the fundraising and stewardship giving cycle

- Prior experience in non-profit or fundraising organization
- Prior experience using Customer Relationship Management (CRM) systems or donor database platforms
- Experience pertinent to the specific academic field or college unit where development efforts will be focused.

*Notice: This position description is not designed as a comprehensive listing of all activities, duties or responsibilities that are required of the position. Nor does it create an employment contract, implied or otherwise, other than an "at will" employment relationship.*

To explore this opportunity further, please send your resume in confidence to:

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