

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

The Senior Director of Regional Development will plan and implement a coordinated program of fundraising activities. This role will establish fundraising goals and oversee staff activities related to the identification, evaluation, cultivation, solicitation, and stewardship of prospective major and principal gift donors. The Senior Director will oversee the quality and quantity of major gift activity within the assigned region or unit and take strategic action to increase both. This position will establish and effectively manage relationships with the most critical and highest-profile prospects and will manage special events designed to engage and cultivate prospective donors.

The Senior Director of Regional Development will collaborate closely with deans and faculty and coordinate efforts with other development and alumni relations staff. This role will identify stewardship opportunities for major donors and may service the institution's most complex fundraising markets or regions. The Senior Director will typically solicit gifts ranging from \$250,000 to \$10 million and will manage an individual portfolio with average annual fundraising accountability of \$4 million or more. This position will manage a prospect pool of up to 100 prospects and will oversee a team or unit portfolio totaling \$5 million to \$7.5 million.

This position will interact on a regular basis with major and principal donors and prospective donors. The Senior Director of Regional Development will advise and counsel deans, school chairs, faculty, academic unit and program leadership, unit volunteer leadership, and other development officers. This role may supervise development officers and administrative support staff.

Responsibilities

- Design, lead and oversee the implementation of strategic fundraising plan for assigned college, school, region or constituency in collaboration with other development officers and staff, as well as the Institute's academic and executive officers.
- Use expert professional relationship building skills to develop and implement plans and strategies for identifying, cultivating, soliciting, and stewarding major and principal gift donors and prospective donors. Close major gifts commitments, personally and consistently, with a typical gift solicitation range of \$250,000 to \$10 million. Establish and effectively manage relationships with most critical, highest profile prospects, and provide exceptional donor stewardship to encourage future giving.
- Oversee a professional staff of major gift officers and related support staff where applicable. Establish goals and oversee staff activities which include identification, evaluation, cultivation, solicitation, and stewardship of prospective major and principal gift donors. Maintain oversight on the quality and quantity of major gift activity in the region or unit and take action to increase both as appropriate.

- Engage the President and Executive Leadership Team, Deans, and School Chairs in the prospect/ donor relationship as appropriate. Coordinate the efforts of staff where applicable.
- Submit timely contact reports, prospect plans, and solicitations into tracking system.
- Manage special events and/ or advisory board meetings to involve and cultivate prospects.
- Prepare written development materials including case statements, proposals, and fundraising initiative/ campaign related literature for assigned college, school, and/or programs(s).
- Perform other duties as assigned.

Knowledge, Skills & Abilities

- Proven record as a highly experienced and successful fundraiser.
- Demonstrated expertise in identifying, cultivating, soliciting, and stewarding major and principal gift prospects, including individual, corporate, and institutional/foundation donors.
- Ability to manage significantly higher and/or broader fundraising goals based on the balance of management and direct fundraising responsibilities.
- Expert knowledge of fundraising strategies and approaches.
- Exceptional interpersonal skills, paired with the highest standards of ethics and sound judgment.
- Demonstrated ability to build and sustain long-term relationships.
- Outstanding persuasive written and verbal communication skills.
- Strong skills in prioritization, negotiation, influence, strategic planning, project management, program administration, and organizational effectiveness.
- High level of self-motivation, with the ability to work independently and collaboratively as part of a team.
- Proven ability to manage multiple priorities and initiatives simultaneously.
- Proficiency in the use of office-related computer applications.

Required Qualifications

- Bachelor's degree or equivalent combination of education and experience.
- Six to eight years of progressively responsible experience in fundraising and/or relevant experience in sales and marketing, or other related.
- Travel is an essential part of the position as is participation in evening and weekend activities.

Preferred Qualifications

- Minimum of ten years of demonstrated experience and success in soliciting and closing five-, six-, and seven-figure major gifts.
- Proven fundraising experience within a higher education environment, including participation in comprehensive campaign settings.

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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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