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LAWRENCE  
COLLEGE**Boyden Executive Search Contact**Lisa Vuona | 508.320.6445 | [lvuona@boyden.com](mailto:lvuona@boyden.com)Beth Parsons | 617.592.0473 | [bparsons@boyden.com](mailto:bparsons@boyden.com)Leslie Smith | 317.445.0309 | [leslie.smith@boyden.com](mailto:leslie.smith@boyden.com)**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 9-to-1.

**Position Summary**

Sarah Lawrence College seeks a Philanthropy Officer whose primary objective is to increase giving and broaden its circle of supporters. The Philanthropy Officer will be an innovative development professional responsible for cultivating, soliciting, and securing major individual gifts as part of the Advancement Office team. The Philanthropy Officer will work closely with the Associate Vice President for Philanthropy, the Vice President for Advancement and External Relations and collaboratively with the College President, faculty, and volunteers. The successful candidate will be highly organized, have proven written and oral communication skills, strong follow-through, be self-motivated, and possess the natural ability to build trust-based donor relationships. The candidate will also possess a strong knowledge of the principles, ethics, and practices of successful fundraising.

**Principal Responsibilities**

- Identify, cultivate, and play lead role in soliciting and closing major gifts.
- Act as primary manager for a portfolio of up to 100 donors and prospective donors, moving them in an appropriate and timely fashion toward solicitation and closure, maintaining a balance between discovery, cultivation, solicitation, and stewardship.
- Recommend and implement short, intermediate, and long-term individual major gifts cultivation and solicitation strategies for individual prospects (e.g. alumni, parents, trustees, friends of the College) working with administration, faculty, board members, volunteers (as

appropriate) to identify and engage new prospects for purposes of meeting established fundraising goals.

- Cultivate and expand planned giving opportunities with new and existing donors and integrate planned gift objectives into major individual donor requests.
- Monitor weekly, monthly, quarterly and annual activity to achieve individual performance measures for a metrics driven position.
- Track and report relationship management activity using Raisers Edge/NXT database.
- Create top-level fundraising proposals for prospective donors.
- Know and follow the CASE Code of Ethics for Fundraisers.

### Qualifications

- 5 to 7 years of frontline fundraising experience in large scale not-for-profit organization.
- Must possess strong written, oral and presentation communications skills, and have experience in developing clear and concise funding proposals.
- Demonstrated ability to meet financial goals for major gift giving, with a proven track record of cultivating and securing six figure gifts and above.
- Strong interpersonal skills and demonstrated record of meeting deadlines and goals with minimal supervision.
- Keen attention to details made evident in creating and executing strategy for bringing donors and prospective donors through the traditional Moves Management pipeline.
- Ability to travel periodically (including staffing the President) with occasional evening and weekend work required.
- Bachelor's Degree required.

## Boyden Contacts



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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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