

**Boyden Executive Search Contact**Wendy Wilsker | wwilsker@boyden.comSara Swisher-Anderson | sanderson@boyden.com**Position Summary**

The Senior Development Officer reports to the Territory Executive Director or the Territory Senior Managing Director (in Territories where there is a Senior Managing Director) and is responsible for fundraising as a generalist on behalf of the university in support of key priorities. The role will be assigned to a Territory based on prospect population coverage needs with travel expectations of 50% of the time.

Primary Duties & Responsibilities

- Focus on acquisition, retention, and reacquisition of prospects (\$25,000 - \$249,000) in the assigned region with a primary focus on unrestricted giving. Qualify and cultivate donors with the goal of increasing the donor's support to leadership and major gift levels.
- Work closely with all levels of development officers in the Territory to ensure short and long-term fundraising success. Work closely with subject matter experts in the Philanthropic Strategy Vertical to meet the fundraising priorities of the Danforth Campus schools, programs, university priorities, and university initiatives.
- Help to create and foster a culture of collaboration and teamwork that celebrates outcomes, builds individual and team capacity, and ensures that WashU UA is a preferred workplace.
- Perform other duties as assigned.

Required Qualifications

- Bachelor's degree.
- Three years of related experience.

Preferred Qualifications

- Experience soliciting gifts of \$10,000 or more.
- Four years of related experience.
- Ability to think strategically and analytically as well as plan and implement effectively.
- Demonstrated interest in meeting people; strong desire to initiate contact with and develop relationships with prospects and donors.
- Demonstrated success as a team member who can also work independently.
- Capacity to complete a large amount of work in a short time frame, given the pace of annual giving work.

- Ability to work effectively within a complex organization across multiple units dealing with diverse constituents (school deans, administrators, alumni, students, university-wide advancement staff and key volunteers) toward development objectives and building effective working relationships.
- Excellent verbal and written communication skills executed in a timely fashion.
- Ability to handle multiple projects effectively; a highly organized work style is essential.
- Ability to effectively utilize computer and database technology; experience with Excel and/or Salesforce preferred.
- Attention to detail, highly motivated, organized, positive, and energetic.
- Flexibility to adapt during a time of organizational change.
- Interest in giving and receiving feedback for professional growth.

Benefits Statement

Personal

- Up to 22 days of vacation, 10 recognized holidays, and sick time.
- Competitive health insurance packages with priority appointments and lower copays/coinsurance.
- Want to Live Near Your Work and/or improve your commute? Take advantage of WashU's free Metro transit U-Pass for eligible employees. The University also offer a forgivable home loan of up to \$12,500 for closing costs and a down payment for homes in eligible neighborhoods.
- WashU provides eligible employees with a defined contribution (403(b)) Retirement Savings Plan, which combines employee contributions and university contributions starting at 7%.

Wellness

- Wellness challenges, annual health screenings, mental health resources, mindfulness programs and courses, employee assistance program (EAP), financial resources, access to dietitians, and more!

Family

- WashU offers 4 weeks of caregiver leave to bond with your new child. Family care resources are also available for your continued childcare needs. Need adult care? They've got you covered.
- WashU covers the cost of tuition for you and your family, including dependent undergraduate-level college tuition up to 100% at WashU and 40% elsewhere after seven years with the University.

For policies, detailed benefits, and eligibility, please visit: <https://hr.wustl.edu/benefits/>

EEO/AA Statement

Washington University in St. Louis is committed to the principles and practices of equal employment opportunity and especially encourages applications by those from underrepresented groups. It is the University's policy to provide equal opportunity and access to persons in all job titles without regard to race, ethnicity, color, national origin, age, religion, sex, sexual orientation, gender identity or expression, disability, protected veteran status, or genetic information.

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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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