



Brandeis

UNIVERSITY

Boyden Executive Search Contact

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Position Summary

Reporting to the Sr. Vice President for Institutional Advancement (SVP, IA), the Assistant Vice President, IA Systems, Operations, & Administration is a member of the IA Senior Leadership Team (SLT), and provides strategic oversight of planning, fiscal, and operations support for the Division. Primary responsibilities include leading IA's use of technology systems, Gift Administration, Data Management (Biographic Records & Data Administration), and Budget and Operations functions. The AVP, IA collaborates with senior leadership in IA and ITS to develop a compelling technology vision and strategy, and execute tactical plans with desired results, supporting the campaign and ongoing advancement work. This position builds and sustains effective relationships with and among colleagues in IA and throughout the University community, particularly Information Technology Systems (ITS).

Primary Responsibilities

Technology Strategy & Management

- Collaborate with ITS on information management, systems, and technology projects for IA.
- Serve as primary facilitator of ITS relationship and partnership as all technology systems and resources are centrally administered.
- Collaborate with senior leadership and ITS to develop an outcome-oriented vision for the optimal use of technology.
- Establish and drive strategies to conceptualize and implement the IA technology vision, including use of Customer Relationship Management systems, e.g., Salesforce, applications and enhancements to optimize all Advancement initiatives and functions.
- Identify scope, complexity, feasibility, and prioritization of projects.
- In partnership with ITS, manages direct vendor and consultant relationships related to technology, information management, systems and services acquired by or contracted with IA. This includes participation in the selection and implementation of software, systems, and services, and defining service level agreements and key performance indicators.

Data Administration, Gift Administration, Recording, & Biographical Records

- Through management of Staff, lead Gift Administration and Recording and Biographical Records and Data Administration functions.
 - The Gift Administration and Recording function oversee and executes financial recording, maintenance, accounting and reporting of gift transactions and gift fund data across all areas of Brandeis.
 - The Biographic Records and Data Administration function manages the collection, maintenance, data integrity and appropriate use of biographical records related to IA.

- In collaboration with senior leadership, recommends, sets, and communicates relevant policies, procedures, and governance controls, including the Gift Acceptance Policy.
- Ensures that optimal technology solutions are developed, implemented, and leveraged, aligned with the IA Systems vision.

Budget & Operations Management

- In collaboration with the SVP, IA, manages budgeting and annual expenses for IA's operations including staff payroll, temporary or contract support, and programs/special events.
- Oversee Budgets & Operations Staff.
- Recommends and monitors annual budgets; develops related projections and modeling; works across IA managers to share and communicate budget related information and decisions.
- Collaborate with the Central Budget team to ensure budget alignment with University goals.
- Plans and coordinates the implementation of policies and procedures related to business expenses and contract procurement; ensures effective communication of these policies and procedures to division staff.
- Oversee front-desk office staff and manages office-wide space and facilities needs.

Management & Development of Staff

- Manage, mentor, and develop cross-functional staff including Director level managers.
- Set and gain alignment on key performance objectives for functions and staff.
- Motivate, guide, and inspire teams to achieve goals.
- Create a culture of collaboration, accountability, and continuous improvement.

Education and Experience

- Bachelor's degree or higher in related field required.
- Minimum 12+ years of progressively responsible technology management experience including CRM.
- An understanding of fundraising operations and requirements and higher education experience is required.
- At least 5-8 years of supervisory experience in large and complex organizations.
- Demonstrated experience developing and implementing technology strategies and projects aligned with organizational objectives.
- Demonstrated experience supporting user adoption and managing changes related to technology and CRM implementations.
- Proven track record overseeing the successful delivery of CRM (and ideally Salesforce) projects, ensuring they are completed on time, within budget, and to the required quality standards.
- Strong proficiency and understanding of fundraising and business processes, reporting, and CRM (Salesforce) platform features, functionality, and best practices.
- Familiarity with industry guidelines for gift accounting, including applicable IRS regulations, FASB, and CASE standards.
- Demonstrated ability to effectively lead, inspire, mentor, recruit, retain and develop a goal-oriented professional staff. Significant experience managing budgets and personnel.
- Excellent organizational, relationship building and communication skills.

Brandeis University is an equal opportunity employer which does not discriminate against any applicant or employee on the basis of race, color, ancestry, religious creed, gender identity and expression, national or ethnic origin, sex, sexual orientation, pregnancy, age, genetic information, disability, caste, military or veteran status or any other category protected by law (also known as membership in a "protected class")

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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.