



**Looking to lead a Gift Planning Department?  
Loyola Marymount University is looking for a dynamic  
Executive Director of Development, Gift Planning**

**Loyola Marymount University Overview**

Founded in 1911, [Loyola Marymount University \(LMU\)](http://Loyola Marymount University (LMU)) is a Carnegie classified R2 institution rooted in the Jesuit and Marymount traditions.

The University is committed to fostering a diverse academic community rich in opportunity for intellectual engagement and real-world experience.

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### Their mission:

*By intention and philosophy, LMU invites men and women diverse in talents, interests, and cultural backgrounds to enrich our educational community and advance the **mission**:*

- *The encouragement of learning*
- *The education of the whole person*
- *The service of faith and the promotion of justice*

## Diversity, Equity, Inclusion, and Belonging at LMU

LMU seeks outstanding applicants who value its mission and share its **commitment to inclusive excellence, the education of the whole person, and the building of a just society**. LMU is committed to a vision of inclusive excellence in which values of [Equity and Equity-mindedness, Diversity, and Inclusion](#) are woven into the very fabric of the university, including LMU's mission and identity.

## Executive Director of Development, Gift Planning – Opportunity

Reporting to the Vice President of Development, the **Executive Director of Development, Gift Planning** is responsible for **strategically identifying, engaging, qualifying, cultivating, and soliciting and closing major gifts of \$100,000 or more and currently manages a full-time Director of Development, a full-time Estates and Trust Administrator, and a Senior Administrative Coordinator**. As a centrally-based development professional, this position is also responsible for **collaborating with all University Advancement and development colleagues** to understand, educate and communicate funding opportunities across all areas of the University that may resonate with planned giving prospects.

### Position Specific Responsibilities:

- In consultation with the Vice President of Development, **design and execute a comprehensive development plan to increase major- and principal-level philanthropic support from LMU planned giving prospects**. Develop and manage a portfolio of approximately 80-100 planned giving prospects for the purposes of strategically identifying, engaging, qualifying, cultivating, soliciting and closing major gifts of \$100,000 or more, to achieve annual and campaign development goals. (50%)
- **Manage** a minimum of one development officer who focuses on soliciting planned gifts in major gift (\$100,000+) range, and a full-time Estates and Trust Administrator. who focuses on estate administration, gifts in kinds and gifts of personal property.
- Oversee and advise the team on the implementation of a **marketing program** of publications, advertisements, direct mail, educational seminars, donor recognition

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society and personal visitations to identify and work with prospects to realize planned gifts and maintain their relationship to LMU. Provide strategic oversight for and manage team members to monitor estates in probate where LMU is a beneficiary. Prepare and deliver annual work plans. (20%)

- Develop effective fundraising strategies in coordination and **collaboration with other members of the University Advancement team**, including unit-based development officers, Annual Giving & Annual Leadership Giving, Principal Gifts, Corporate and Foundation Relations, Parent and Family Philanthropy, Advancement Information Services and Special Events to achieve annual and campaign development goals. Support, partner and educate fundraising colleagues by providing technical expertise and options, proposal language, and participating in prospect meetings as appropriate. (20%)
- On an ongoing basis, review and keep abreast of developments in tax laws, as well as estate planning/planned giving materials, and keep development personnel apprised of new information. (5%)
- Perform other duties as assigned to meet University priorities. (5%)

### Required Experience

- Minimum **10 years' experience** in development or a related preferably with a focus on gift planning. A track record that demonstrates solid fundraising results and demonstrated success soliciting and closing major gifts. This includes the ability to plan, organize and implement fundraising activities effectively, as well as participate in high-level individual solicitations.
- Demonstrated ability to run a comprehensive planned giving program: set priorities, coordinate multiple projects, personally ask, and close gifts. Willingness to travel and work occasional weekend/evening hours.
- A high energy, goal oriented worker who is well organized and personable. Ability to effectively communicate the vision, values and mission of Loyola Marymount University, while capturing the interest of the prospect.
- Demonstrated successful experience working with boards comprising prominent corporate and community volunteers and alumni.
- Ability to collaborate with colleagues across multiple areas (i.e., academics, communications, business and finance, administration, government and community relations, external partnerships) to bring projects to completion successfully.

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- Exemplary communication skills (both written and oral) evidenced by background in preparing comprehensive reports and executive summaries incorporating complex, highly technical information.

### Required Education

- Typically, a Bachelor’s Degree or equivalent experience. Master’s degree/JD/or specific tax law training is preferred. Incumbent will be expected to continue upgrading knowledge, skills, and abilities needed to keep abreast of regulation/policy changes.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*



[\*\*LMU’s Strategic Plan 2021-2026\*\*](#) shares a vision for LMU to form a new generation of ethical leaders able to identify, analyze, and respond to the most challenging problems facing our rapidly changing global society. **Five spotlight initiatives** are identified in the plan, aligned with the priorities of the University’s current comprehensive campaign: Learning for Justice, Inclusion, and Transformation; Integrative and Interdisciplinary Thinking; Personalize Connections; Discovery and Innovation in Graduate and Professional Education; and Access LMU.

### Advancement Overview and Leadership

Under the direction of **Senior Vice President Peter Wilch** (he/him), [LMU’s University Advancement](#) team is currently in the silent phase of a **\$750M comprehensive capital campaign**, having raised more than 1/3 of that goal to date.

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Leading over **80+ staff** in University Advancement, [Peter Wilch](#), collaborates with university, school and college, and unit leadership in support of the university’s mission of encouraging learning, educating the whole person, and facilitating a service of faith and the promotion of justice.

Prior to joining LMU in March 2021, Wilch served as vice president for development at the University of San Francisco (2012-2021). There he led USF’s development team of over 70 staff and guided the university to a two-fold increase in fundraising revenue during his tenure through the Changing

the World from Here campaign.

Before his time at USF, Wilch served as the vice president for alumni and college advancement at Cornell College in Iowa where he designed, led, and exceeded the target for the Extraordinary Opportunities comprehensive campaign, the largest campaign in the institution’s history. He has also held leadership development roles at the University of Iowa Foundation and Grinnell College. Wilch earned his B.A. in politics and philosophy from Cornell College in Iowa.



[Kristin Love](#), **Vice President of Development** joined University Advancement in development in 2020. With more than 20 years of successes, Love will oversee advancement efforts of our schools, colleges, and units. She partners with directors of development, deans, and senior leaders to ensure that major fundraising activities align with unit goals and university priorities essential to near and long-term fundraising success.

Love most recently served as the assistant vice president for volunteer leadership at Colorado College, where she increased volunteer pipelines and engagement through activities, partnerships, and collaborations with faculty and college leaders, resulting in greater philanthropic support and lifelong ambassadors to the college. Previously, as executive director of regional advancement for University of Denver, Love led a 15-member team across six states and five regions to maximize volunteer activity and philanthropy in support of institutional fundraising activities. She also served as director of development for the west region of Colorado College.

## Location



LMU is located on the west side of Los Angeles, near Playa Vista, at 1 LMU Drive, Los Angeles, CA 90045.

The University is consistently recognized as **one of the most beautiful campuses in the nation**, most recently ranking No. 11 by The Princeton Review in 2021.

## How to Apply

To learn more about or to apply, please contact **Lisa Vuona, Boyden Managing Partner**, at [lvuona@boyden.com](mailto:lvuona@boyden.com).