



Executive Director of Alumni and Advancement

Simon School of Business

Position Overview:

Reporting to the Senior Associate Vice President for University Advancement, the Executive Director is the primary development officer for The Simon School. The Executive Director works closely with University Advancement and the Dean and other academic leaders of the school to set strategic direction for school advancement and to conceive and execute fundraising and alumni relations plans. He or she manages a portfolio of prospects, including some of the most important supporters of the school, and a staff of two frontline fundraisers, manager of development programs, program assistant and administrative assistant.

Responsibilities:

- 60% Direct fundraising responsibilities will entail 100 visits, 30 solicitations, and 15 closed gifts per year at the major and principal gift levels. Manage a portfolio of major/principal gift prospects, both domestic and international, and a sufficient schedule of personal visits and travel to assure engagement of these prospects. Through in-depth conversations and meetings, collaborate with University Advancement officers, appropriate deans, and senior management in supporting all major and principal gifts work for the school, participating directly where appropriate to ensure maximum coordination of activities across Advancement units.

- 20% Supervise an office focused on producing major and principal gifts for the school, as well as alumni relations programs that are integrated with development priorities. In collaboration with University Advancement, conceive and implement management systems to measure activity and progress. Hire, train, and evaluate staff with appropriate consultation with Dean and University Advancement. Guide and motivate staff members to perform at a high level and to advance their own career aspirations

through meetings and conversations, and mentoring. Promote a collaborative organizational culture internally and in working with other Advancement departments, keeping always focused on the common goal for moving prospects toward readiness to make more generous gifts for priority purposes.

- 10% Maintain thorough knowledge of school programs and priorities to support effective management decisions and prospect strategies through in-depth conversations and meetings with senior leadership and deans. Through in-depth conversations and extensive meetings, closely collaborate with Dean and other key academic leaders to promote development efforts that focus on school priorities with appropriate consideration of issues of development feasibility.

- 10% Through in-depth conversations and meetings, collaborate with Senior Associate Vice President for University Advancement to establish development strategy for the Simon School. Establish plans and policies that are supportive of University Advancement goals and school priorities. Work closely with key University Advancement department leaders to insure strong working relationships, delegating oversight of these relationships to staff as appropriate. Oversee the process of assuring that University Advancement officers have sufficient knowledge of programs and priorities to be effective representatives for the school and that they know whom to contact when they need more extensive and detailed information. Serve as a liaison with University Alumni Relations on collaborative regional programming for Simon and University alumni.

REQUIREMENTS:

- Bachelor's degree and eight or more years of development experience, including evidence of ability to work effectively in a complex university setting. At least five years of successful major gift work, with proven experience in major individual gift fundraising, preferably in higher education, and in cultivating and soliciting prospects capable of gifts at the \$100K+level. Major gift and management success working during a large capital campaign in a sophisticated and complex environment. Proven ability to effectively manage interactions with central fundraising staff. Master's degree is preferred. Previous international major gift fundraising for a business or professional school preferred.

SKILLS:

- Highly developed collaborative skills and a genuine appetite for collaboration.
- Experience in soliciting major gifts and demonstrated understanding of the major gift processes.
- Evidence of success working with Deans and other academic leaders.
- Successful experience in creating and implementing development strategies and plans.
- Proven ability to productively manage a fundraising staff.
- Excellent skills in written and oral communication. Facility with office productivity computer programs.
- An understanding of, and level of comfort with, the special challenges of working in a complex and diverse organizational environment. An appreciation of the value of general education.

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