

Georgia Tech
Library**Boyden Executive Search Contact**Lisa Vuona | 508.320.6445 | lvuona@boyden.comLindsey Gale | 614.824.7616 | lgale@boyden.com**Position Summary**

The Director of Development will be a highly collaborative, creative, and persistent front-line development officer responsible for planning and implementing a coordinated program of fundraising activities. They will use professional relationship building skills to identify, cultivate, solicit and steward major gift prospects. The Director of Development will establish and effectively manage relationships with significant prospects. In addition, this role will support special events to involve and cultivate major gift prospects, identify stewardship opportunities for major gift prospects, and design and implement comprehensive plans. This role will collaborate with deans and faculty, and coordinate with development, and alumni relations staff. The Director of Development will typically solicit gifts in the range of \$25,000+ with a fundraising goal in the first year of approximately \$250,000-\$500,000. The Director will build, cultivate, and ultimately manage a portfolio of up to 150 prospects. This position will interact on a regular basis with major and principal gift donors, and prospective donors, including alumni, parents, representatives of corporations and foundations, staff, and volunteers. This position typically will advise and counsel: Deans, school chairs, faculty, academic unit and program leadership, unit volunteer leadership, and other development officers.

Responsibilities

- Design and implement comprehensive fundraising plans for assigned college, school, program, region, or constituency.
- Use professional relationship building skills to develop and implement plans and strategies for identifying, cultivating, soliciting, and stewarding major gift donors and prospective donors.
- Close major gifts and commitments, personally and consistently, with a typical gift solicitation of \$25,000+.
- Maintain ongoing relationships and provide exceptional donor stewardship to encourage future giving.
- Establish and maintain a high degree of collaboration with other development officers and staff, as well as deans, school chairs, faculty, and other Institute academic and executive officers.
- Submit timely contact reports, prospect plans, and solicitations into tracking system.
- Prepare written development materials including case statements, proposals, and fundraising initiative/ campaign related literature for assigned college, school, and/or program(s).
- Support special events and/or advisory board meetings to involve and cultivate major gift prospects.
- Perform other duties as assigned.

Skills and Abilities

- Broad knowledge of fundraising approaches and the highest levels of interpersonal skills, ethical standards, and good judgement.
- Ability to drive team results while building long term, meaningful donor relationships.
- Excellent written and verbal communication skills.
- Strong ability and experience in prioritizing, negotiating, and influencing.
- Effective use of interpersonal skills.
- Ability and history with strategic planning, project management, program administration and organization.
- Capability of being self-motivated, the ability to work independently and as a team member, and the capacity for multi-tasking.
- Use of office-related computer applications is required.

Required Qualifications

- Bachelor's degree or equivalent combination of education and experience.
- Travel is an essential part of the position as is participation in evening and weekend activities.
- Three to five years of progressively responsible experience in fundraising, annual giving, or alumni relations and/or relevant experience in sales and marketing, or other related fields.

University Policies and Statements

Georgia Tech prides itself on its technological resources, collaborations, high-quality student body, and its commitment to building an outstanding and diverse community of learning, discovery, and creation. We strongly encourage applicants whose values align with our institutional values, as outlined in our strategic plan. These values include academic excellence, diversity of thought and experience, inquiry and innovation, collaboration and community, and ethical behavior and stewardship. Georgia Tech has policies to promote a healthy work-life balance and is aware that attracting faculty may require meeting the needs of two careers.

The Georgia Institute of Technology (Georgia Tech) is an Equal Employment Opportunity Employer. The University is committed to maintaining a fair and respectful environment for all. To that end, and in accordance with federal and state law, Board of Regents policy, and University policy, Georgia Tech provides equal opportunity to all faculty, staff, students, and all other members of the Georgia Tech community, including applicants for admission and/or employment, contractors, volunteers, and participants in institutional programs, activities, or services. Georgia Tech complies with all applicable laws and regulations governing equal opportunity in the workplace and in educational activities.

Georgia Tech prohibits discrimination, including discriminatory harassment, on the basis of race, ethnicity, ancestry, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, national origin, age, disability, genetics, or veteran status in its programs, activities, employment, and admissions. This prohibition applies to faculty, staff, students, and all other members of the Georgia Tech community, including affiliates, invitees, and guests. Further, Georgia Tech prohibits citizenship status, immigration status, and national origin discrimination in hiring, firing, and recruitment, except where such restrictions are required in order to comply with law, regulation, executive order, or Attorney General directive, or where they are required by Federal, State, or local government contract.

All members of the USG community must adhere to the USG Statement of Core Values, which consists of Integrity, Excellence, Accountability, and Respect. These values shape and fundamentally support our University's work. Additionally, all faculty, staff, and administrators must also be aware of and comply with the Board of Regents and Georgia Institute of Technology's policies on Freedom of Expression and Academic Freedom. More information on these policies can be found [here](#).

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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