



**Loyola  
Marymount  
University**

### Boyden Executive Search Contact

Lisa Vuona | 508.320.6445 | [lvuona@boyden.com](mailto:lvuona@boyden.com)

Beth Parsons | 617.592.0473 | [bparsons@boyden.com](mailto:bparsons@boyden.com)

#### Position Summary

The Director of Development directs and manages the identification, qualification, cultivation, and solicitation of major individual, corporate, and foundation prospects in support of LMU's School of Education's (SOE) fundraising priorities as a fully integrated member of LMU's University Advancement team.

Embedded within SOE, the ideal candidate will have robust experience working in a donor-centric environment with deans, university leadership and faculty. In partnership with SOE and University Advancement leadership, will create and implement a comprehensive philanthropic plan to productively cultivate relationships with and compel investment in the mission and work of SOE from alumni, parents, friends, business and civic leaders. The Director coordinates efforts in all areas that support major gift fundraising and is expected to personally solicit and close major gifts of \$100,000 or more in support of funding priorities. This position also provides support to the School of Education Board of Visitors.

LMU believes that diversity and excellence go hand-in-hand, therefore the school seeks to hire individuals who have a significant potential for cultural contribution in the workplace and a commitment to working effectively with colleagues and donors from diverse backgrounds.

#### Position Specific Responsibilities

- Design and implement a comprehensive development plan to increase philanthropic support for funding priorities established by the Dean of the School of Education. Focus on strategically engaging, qualifying, cultivating, soliciting, and stewarding major gifts of \$100,000 or more and stewarding donors. Identify and qualify new prospects, capable of making gifts of \$100,000 or more. Build, develop and manage a portfolio of 100-125 major and principal gift prospects, with a goal of having 30-40 prospects in the solicitation phase of the donor cycle at any given time. Execute at least 200 meaningful engagements and present 20+ proposals per year, with an expectation of escalating philanthropic goals. (50%)
- Advise the Dean and University Advancement leadership on all matters related to School of Education development activities. Foster a culture of philanthropy within the School of

Education, and advise, assist, and provide training for SOE's central leadership, administration, and staff regarding development initiatives. (20%)

- Develop effective fundraising strategies in coordination and collaboration with other members of the development team, including Corporate and Foundation Relations, Directors of Development, Planned Giving, Prospect Management and Research, Annual Giving, and Advancement Information Services. Coordinate strategies for major gift solicitations with university leadership, faculty/staff, and volunteers. Actively involve the Dean, department heads, faculty, students, and other stakeholders in the identification, cultivation, and solicitation process as appropriate. (10%)
- In cooperation with University Advancement leadership and with input from the Dean of the School of Education, establish annual qualitative and quantitative goals, objectives, and key accountabilities in order to increase donors and dollars raised for the School of Education. Determine the most effective means to report progress and provide assessment on a regular basis. Prepare and deliver annual written philanthropic plans. (5%)
- Assist in the recruitment and development of volunteers for the School of Education Board of Visitors. Recommend policies and procedures for the rotation, nomination, and selection of new board members and honorees. Provide input and support in relation to major gift development for the Board of Visitors. Actively involve volunteer board members in the identification, cultivation, solicitation, and stewardship process as appropriate. (5%)
- Forecast and manage the development budget assigned to this position. (5%)
- Perform other duties as assigned to meet University priorities. (5%)

### **Loyola Marymount University Expectations**

Exhibit behavior that supports the mission, vision, and values of the university. Communicate and employ interpersonal actions that model high standards of professional, responsible, accountable, and ethical conduct. Demonstrate a commitment to outstanding customer service.

### **Preferred Qualifications**

- Minimum five to seven years' experience in development. Possess a track record that demonstrates solid fundraising results and success soliciting and closing major gifts. Experience should be in progressively responsible positions.
- Demonstrated successful experience working with deans, college or unit leaders and boards comprised of prominent corporate and community volunteers and alumni.
- Demonstrated ability to set priorities, coordinate multiple projects and personally ask and close gifts. Willingness to travel and work occasional weekend/evening hours.

- Comfort working effectively with high-level donor prospects. Ability to effectively communicate the vision, values and mission of Loyola Marymount University, align donor intent with University priorities.
- Ability to collaborate with colleagues across multiple areas to bring projects to successful completion.
- Exemplary communication skills (both written and oral) evidenced by background in preparing comprehensive reports and executive summaries incorporating complex, highly technical information.
- Highly developed organizational and leadership skills.
- Demonstrated computer competency in Word, Excel, Outlook, PowerPoint. Experience working with Ellucian or other comparable fundraising systems.

#### Required Education

- Typically, a Bachelor's Degree or equivalent experience.
- Master's degree 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.*

*Loyola Marymount University, a Carnegie classified R2 institution in the mainstream of American Catholic higher education, 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 an equal opportunity employer committed to providing an environment free from discrimination and harassment as defined by federal, state, and local law. We invite all persons in the full diversity of their being, life experiences, and beliefs to apply.*

**Boyden Contacts**

Lisa Vuona, Partner  
[lvuona@boyden.com](mailto:lvuona@boyden.com)  
M +1 508.320.6445



Beth Parsons, Principal  
[bparsons@boyden.com](mailto:bparsons@boyden.com)  
M +1 617 592 0473

**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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