



UNIVERSITY OF  
**South Carolina**

## **Boyden Executive Profile: Lead Senior Director of Development, Joseph F. Rice School of Law**

### **Position Summary**

Reporting to the Senior Associate Vice President of Development (SAVP), the Lead Senior Director of Development for the Joseph F. Rice School of Law (School) will be responsible for an effective, comprehensive, and ongoing development program through major gifts fundraising. Responsibilities include planning, managing, implementing, promoting, coordinating, and administering the development program with an emphasis on major gifts for the School. The Director will be responsible for leading a team of fundraising professionals. This position will be part of the University Development team and will operate within the system and procedures of USC Development to ensure consistent and well-coordinated activities. Additionally, there is a strong connection to the dean of the School. The dean provides direction on the fundraising priorities and strategic vision for the School.

### **Essential Duties and Responsibilities**

- Serves as Prospect Manager for potential donors with capacity over \$25,000 with emphasis on current and future major gifts for the School.
- Responsible for identifying, cultivating, and soliciting a gift portfolio that benefits the program priorities of the School.
- Use Blackbaud CRM to coordinate and document all prospect and donor relationships as well as any relevant assignment, cultivation, or solicitation information or pending opportunities.
- Provide oversight and leads a team of fundraising professionals.
- Creates and fosters an environment conducive to high performance and a cohesive team, recruits, trains, and mentors professional staff.
- Manages staff maintaining clear monthly goals and annual performance reviews; develops performance plans and conducts reviews.
- Assesses effectiveness of staff, processes, procedures, resource allocation and strategies.
- Clearly articulates expectations, standards of accountability and guidance of staff toward desired outcomes.
- Strategizes and implements fundraising plans to grow leadership annual giving program and major/principal gifts program.
- Solicits prospective donors, including individuals, foundations, and corporations in coordination with central's office of Corporate and Foundation Relations and/or the office of Gift Planning. Number of solicitations are set and established by the SAVP for Development with consultation with the Lead

Senior Director of Development that may include individual and team solicitation goals. All solicitations are documented within a Plan and Opportunity in Blackbaud CRM.

- Establish a donor pipeline by entering all opportunities in Blackbaud CRM. Adheres to Prospect Development policies and procedures.
- Meets process performance goals set and established by the SAVP for Development with consultation with the Lead Senior Director of Development that includes individual and team goals. These goals include a set number of personal initial visits, and solicitations, with a focus on the Top 5 gift closures selected at the beginning of the fiscal year, and tracked via the Fundraiser Dashboard through timely documentation in Blackbaud CRM. Stewardship visits are strongly encouraged.
- Actively works with SAVP for Development, the School dean, department chairs, faculty, alumni and key volunteers in fundraising efforts.
- Partners closely with Gift Planning, Annual Giving, Principal Gifts, and Corporate and Foundation Relations for opportunities to gain expertise from the support fundraising programs.
- In collaboration with the School dean, and the SAVP for Development, develops an annual plan of work, including specific fundraising, campaign, prospect development, stewardship and programmatic goals, priorities, and needs. Prepares reports and other required information as requested.
- May work with School budget analyst/director on program budget allocation.
- Serves as a member of the overall USC development team by collaborating with colleagues across disciplines on donor strategies.
- Files timely contact reports timed with reimbursement requests; maintains accurate records and provides timely updated information in Blackbaud CRM as appropriate.
- Serves on committees and attends staff meetings as required.
- Additional duties as assigned.

## Qualifications

### Required Qualifications

- Requires a bachelor's degree in a job related field and 8 or more years of job related experience, which may be substituted by an equivalent combination of job related certification, training, education, and/or experience.

### Preferred Qualifications

- Bachelor's degree and 8-10 years proven experience major gift/development in higher education and/or hybrid development model.
- Supervisor experience is preferred.
- Previous campaign experience including experience soliciting and closing \$1M gifts. Familiarity with Blackbaud CRM donor database preferred.

## Knowledge, Skills, and Abilities

- Thorough knowledge of principles and methods of planning and conducting a comprehensive fundraising program.

- Ability to establish and maintain good working relationships with faculty, alumni, donors, students, volunteers, businesses and the general public.
- Outstanding oral, written and interpersonal communication skills.
- Ability to travel, work evenings and weekends, as required.
- Effective computer experience including database operation and word processing.
- Supervisory experience in hiring, managing, training and mentoring development directors and administrative staff are required.
- Proven ability to develop relationships with leaders in a broad range of professions.

**Travel**

Required to travel to geographical location of donors/prospects and work evenings and weekends. Must have a reliable means of transportation.

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**About Boyden Global Executive Search**

Established in 1946, Boyden pioneered the first organized approach to executive search. Boyden has a network of more than 350 professionals in over 70 offices in 44 countries. Worldwide, the Boyden culture is based on professionalism, integrity, high personal partner involvement and a commitment to exceed client expectations.

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