



**Alfred**  
**University**  
OUTSIDE of ORDINARY

### **Boyden Executive Search Contact**

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### **Position Summary**

The Relationship Manager is a member of the University Advancement team and is responsible for securing resources for Alfred University. The primary focus is meeting and working with donors and prospects with significant capacity to accomplish their giving objectives. The Relationship Manager will engage in and be responsible for all aspects of the prospect development cycle including donor identification, cultivation, solicitation, acknowledgment, and stewardship. This position will necessitate a focus on major gift prospecting and will require extensive travel and includes evening and weekend responsibilities to be successful.

### **Responsibilities**

- In partnership with prospect management and the Associate Vice President of Advancement, gather pertinent data alongside the prospect researcher to determine the best candidates for building relationships to create value exchanges necessary to fulfill the priorities to serve the mission at Alfred University.
- Cultivate prospects, investing the necessary time and energy to build relationships designed to understand the Alumni/prospect/donor goals with the expressed purpose of alignment with university mission and objectives. Move prospective major relationships along the prospect pipeline to be ready to receive appropriate asks based upon intent and interest.
- Solicit major gift prospects.
- Steward major gift donors. In conjunction with the Director of Donor Relations, develop stewardship strategies that continue the major gift relationship for future gifts.
- Adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance; reflect an optimistic and positive attitude, and convey sensitivity to the needs of the donors.
- Report regularly on plans with prospect solicitation, identification, cultivation, campaign (capital and annual) and stewardship efforts.
- Work collaboratively, under the direction of the Associate Vice President of University Advancement to accomplish individual, team, and university goals.

- Attend events for acquisition, cultivation, and stewardship of prospects.
- Work collaboratively with development and advancement team members.
- Track prospects and donor contacts in portfolio using organization tools and tracking methods via The Raiser's Edge. Ensure that all donor information entry, storage, and special requests are recorded and accomplished.

### **Required Qualifications**

- Formal Education: bachelor's degree required.
- Valid driver's license to meet Alfred University Motor Pool standards.
- Regular travel is required.
- Additional Knowledge/Skills: This position requires a good sense of organization, the ability to perform multiple tasks simultaneously, and the ability to prioritize competing demands. The incumbent must demonstrate the ability to learn and utilize the Blackbaud software system within. A good working knowledge of Microsoft Outlook, Word, Access, and Excel is expected. This position requires a self-starter who regularly sets and achieves activity and results-driven goals.

### **University Policies**

Alfred University actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee, student or applicant because of race, age, sex, color, sexual orientation, gender identification or expression, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, military or veteran status, domestic violence victim status, criminal conviction status, political affiliation or any other characteristic protected by applicable law. Protected veterans, minorities and women are encouraged to apply.

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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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