



**Georgia Institute  
of Technology**

### Boyden Executive Search Contact

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

Leslie Smith | 317.445.0309 | [leslie.smith@boyden.com](mailto:leslie.smith@boyden.com)

### Position Summary

The Director of Development will be an experienced and successful fundraiser responsible for planning and implementing a coordinated program of fundraising activities. The Director will use advanced relationship building skills to identify, cultivate, solicit and steward major and principal gift individual, corporate, and/or foundation prospects. This position will establish and effectively manage relationships with critical, high-profile prospects. The Director's role will be to design and implement strategic fundraising plans and manage special events to involve and cultivate prospects. In addition, the Director will collaborate with deans and faculty, and coordinate with other development and alumni relations staff. This role identifies stewardship opportunities for major donors and may service complex fundraising markets or regions. Typically, this position solicits gifts in the range of \$100,000 to \$5 million and manages a portfolio size (average annual fundraising accountability) of \$2.5 million to \$3.5 million. The prospect pool managed is up to 150 prospects. This position will interact on a regular basis with major and principal donors and prospective donors. This position typically will advise and counsel: Deans, school chairs, faculty, academic unit and program leadership, unit volunteer leadership, and other development officers. This position may supervise assigned staff.

### Responsibilities

- Design and implement comprehensive fundraising plans for assigned college, school, program, region, or constituency.
- Use advanced professional relationship building skills to develop and implement plans and strategies for identifying, cultivating, soliciting, and stewarding major and principal gift donors and prospective donors.
- Close major gifts and commitments, personally and consistently, with a typical gift solicitation range of \$100,000 to \$5 million. 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).
- Manage special events and/ or advisory board meetings to involve and cultivate prospects.
- This position will work closely with the dean, school chairs, and other academic leaders in the Ivan Allen College of Liberal Arts to advance the vision, mission, and philanthropic priorities of the College.
- Oversee all aspects of major and principal gifts - identification, qualification, cultivation, solicitation, and stewardship associated with prospects for the College.

- Develop strong, interactive relationships with key constituents (individuals and organizations) to increase principal and major gifts.
- Work to advance support of the College within the recently launched *Transforming Tomorrow* comprehensive campaign, as well as future capital campaigns.
- Ensure an effective stewardship effort is in place to engage donors across all levels of giving through transparent reporting on use of funds and the impact of philanthropy across the College.
- Collaborate with DEV colleagues and campus partners to formulate creative cultivation plans, successful solicitation strategies, and effective stewardship efforts to maximize the lifetime engagement and support of the Institute's most generous supporters.
- Develop an inclusive, positive working environment across their team that leads to shared performance goals and objectives, professional development, and personal growth - as well as enhances our ability to recruit and retain high quality talent.
- Manage a portfolio of major and principal prospects with Ivan Allen College and/or institution-wide interests, reflecting best practices in identification cultivation, solicitation, and stewardship.
- Meet/Exceed annual fundraising goals as an individual development officer and team leader.
- Coach, mentor others on the Ivan Allen College DEV team to fulfill their annual fundraising and program goals, individually and as a team.
- Perform other duties as assigned.

### Skills

- Broad knowledge of fundraising approaches.
- Highest levels of interpersonal skills, ethical standards, and good judgement.
- Excellent skills in building long-term relationships.
- Persuasive written and verbal communications skills.
- Abilities in prioritizing, negotiating, influencing, strategic planning, project management, program administration and organization.
- Self-motivation, ability to work independently and as a team member.
- 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.

### Preferred Qualifications

- Master's Degree.
- Eight plus years of proven experience and results in soliciting and closing seven-figure major gifts in a higher education setting and a campaign environment.

### 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**

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



Leslie Smith, Consultant  
[leslie.smith@boyden.com](mailto:leslie.smith@boyden.com)  
M +1 317.445.0309

**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.

---

This document contains confidential and/or legally privileged information. Any disclosure, reproduction, or distribution without the consent of Boyden is strictly prohibited.