



## Boyden Executive Search Contact

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### Job Summary

Reporting to the Interim Associate Vice President, Individual Giving, the Discovery Officer (DO) will partner with the University Advancement team and other campus partners to significantly grow the number of qualified prospects who can support Simmons University at the major gifts level (\$50K+). The DO will manage a portfolio comprised of 400+ donors and prospects who have the capacity to make a major gift as determined through wealth screening data. The DO will collaborate closely with prospect research and annual giving to build out the portfolio. The DO will utilize a comprehensive set of tools, including phone calls, emails, texts, video text messaging, and in-person and virtual meetings, to conduct high-volume, high-touch engagement. Performance goals will be developed in cooperation with the AVP for Individual Giving and are based on the number of discovery meetings, prospect qualifications/disqualifications, successful transitions to major gift portfolios, and new gifts and commitments.

### Essential Responsibilities

- Execute a comprehensive strategy to engage and qualify a significant number of prospects.
- Proactively manage a consistently shifting portfolio of 400+ donors and prospects with a focus on upgrading lower-end donors into major gift portfolios.
- Prospect for new discovery meetings, using various strategies to uncover previously unengaged prospect/donors.
- Identify prospects and donors who have the potential to make a major gift, determine their area of interest, and manage a seamless hand-off to major gift portfolios.
- Cultivate, solicit, and renew gifts, as appropriate.
- Develop and articulate a deep knowledge of the Simmons University mission and funding priorities.
- Deliver timely and effective follow-up to prospects and donors.
- Generate timely contact reports in the CRM database.
- Collaborate across University Advancement and the university to maximize internal relationships and donor relationships.

**Requirements**

- Minimum of 2-3 years of work experience in fundraising, sales, marketing, or related field.
- Bachelor's degree.
- Strong organizational, relationship, collaboration, and communication skills.
- Adept with technology and able to learn new technology platforms, including video-conferencing, CRM databases, etc.
- Proficient in Google Workspace or Microsoft Office.
- Ability to maintain a high degree of confidentiality.
- Self-starter/entrepreneurial to secure appointments and qualify prospects.
- Able to work independently, as well as to be a collaborative team player.
- Highly organized and able to handle multiple projects.
- Attend and staff events and meetings, which may require travel, nights and weekend responsibilities.

**Preferred**

- Knowledge of fundraising, prospect management, and donor or customer relationship management.
- Experience soliciting gifts of \$250 or more.
- Experience with NXT or similar CRM.
- Experience with Gratavid, ThankView, or other video platforms.

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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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