

**WILLIAM & MARY**

CHARTERED 1693

Boyden Executive Search ContactLisa Vuona | 508.320.6445 | lvuona@boyden.comLeslie Smith | 317.445.0309 | leslie.smith@boyden.com**Position Summary**

The Executive Director of Development for the School of Computing, Data Sciences & Physics is the strategic fundraising leader for the benefit of the School of Computing, Data Sciences & Physics. The School of CDS&P brings together four of the university's high-performing academic units: Applied Science, Computer Science, Data Science and Physics and expands the university's ability to prepare students to thrive in a data-rich world.

The Executive Director reports to the Assistant Vice President for Schools & Academic Initiatives in the Office of University Advancement and is a strategic partner to the Dean. The Executive Director is responsible for the leadership and strategy for private philanthropy for the benefit of the School of CDS&P, developing, implementing, and executing strategy for institutional development. As a seminal thinker and leader with a demonstrated ability to capitalize on the unique role of the School in an academic and research setting, the Executive Director will work to establish target markets and align philanthropic and engagement strategies and resources to maximize impact.

The Executive Director will be a collaborative leader who helps foster a culture of belonging that embraces all people and perspectives. This position is based in Williamsburg, Virginia, and offers a flexible work environment.

Responsibilities**Portfolio Management**

- Develop and manage an appropriate-sized major gift portfolio of donors by the end of the second year in the position and to be able to conduct an appropriate number of \$50,000 asks based on the portfolio. In addition to annual dollars raised, performance goals include the number of asks and closes, activity/move measures as well as the number of prospects identified and qualified for major gift potential.
- Meet or exceed fundraising metrics and major elements of the solicitation process from cultivation to solicitation to stewardship.
- Create, coordinate, and implement thoughtful and donor-centric development strategies designed to reach the most significant prospects of the School of Computing, Data Sciences & Physics within their own portfolio as well as those whose relationship with W&M may be managed by other staff (this

involves playing the lead relationship role with some donors and with other donors will require a complex, behind the scenes coordination among academic leadership and development officers, and volunteers).

- Proactively lead strategy sessions on prospects for School of Computing, Data Sciences & Physics. Create the program most directly related to the success of fundraising for the particular fiscal year, the campaign, and beyond, and for communicating internally with all interested parties.
- Oversee innovative, systematic, and integrated donor engagement programming that encompasses donor appreciation events, endowed programs and building naming dedications.
- Develop comprehensive briefings for the Dean, President, VP for University Advancement, Associate Vice President for Advancement/Chief Development Officer, and other university and advancement leaders as needed.
- Serve as liaison to and work in conjunction with W&M University Advancement on current and future fundraising initiatives.

Program Leadership

- Lead and direct a comprehensive, strategic, fundraising program for the School of Computing, Data Sciences & Physics (to include, but not be limited to, leadership and major gifts, annual fund, planned gifts, corporate and foundation relations, and donor acquisition programs).
- Partner closely with the Dean to identify and define fundraising priorities.
- Collaborate with Office of University Advancement colleagues.

Foundation

- Foundation Support: All work below is related to the support for gifts and/or communication about gifts that will support the WMF or other university foundations.
- Negotiate, finalize, accept, document, and execute gift agreements to the WMF.
- Record and store gift agreements to the WMF.
- As appropriate, manage and invest gifts to the WMF.
- Document, administer and steward gifts to the WMF.

Required Qualifications

- Bachelor's degree with demonstrated experience directly related to the position.
- Significant experience in increasingly more responsible roles in development/advancement in a nonprofit or higher education setting.
- Strong leadership and management skills and the ability to drive a culture of engagement and philanthropy and motivate donors in a metrics-driven environment.
- Proven ability to plan, execute, and close significant major gifts (\$100,000 and higher) and reach aggressive goals.
- Commitment to teamwork and willingness to work collaboratively with colleagues from across the university, capitalizing on the opportunities that diverse ideas and thoughts can provide.
- Excellent interpersonal, oral and written communication skills and fluency in using persuasive language to promote visionary gift opportunities. Advanced writing skills with demonstrated expertise in drafting and executing creative individual and corporate foundation relations (CFR) focused strategies.
- High level of ease working independently and demonstrated work ethic and integrity.

- Significant organizational skills and an ability to handle multiple and complex tasks and projects concurrently.

Preferred Qualifications

- An advanced degree in a related field.
- Extensive fundraising experience with a proven track record of identifying, cultivating, soliciting and stewarding major gifts.
- Experience working in the fields of physics, data science, engineering or related academic disciplines in higher education.
- Demonstrated performance leading fundraising strategy in an academic unit.
- Fundraising campaign experience.
- Management skills to educate, lead and inspire fundraising professionals and other team members.

Equal Opportunity Statement

William & Mary values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. The university is an Equal Opportunity/Affirmative Action employer and encourages applications from women, minorities, protected veterans, and individuals with disabilities.

Background Check Statement

William & Mary is committed to providing a safe campus community. W&M conducts background investigations for applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial (credit) report or driving history check.

Benefits Summary Statement

William & Mary offers their employees a full array of benefits including retirement, health insurance with options for expanded dental and vision along with group and optional life insurance with coverage for spouse and children, flexible spending accounts, and an EAP (Employee Assistance Program). W&M employees enjoy additional university benefits such as educational assistance, professional development, wellness benefits, and a robust holiday schedule. All employees have access to fitness facilities on campus. Staff members also have access to the university libraries, and much more.

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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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