



Boyden Executive Search Contact

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Job Summary

The Major Gift Officer (MGO) will partner with the University Advancement (UA) team, faculty and staff to enhance the culture of philanthropy with alumnae/i at Simmons University through the cultivation, solicitation and stewardship of major gift prospects and donors.

Simmons University seeks an experienced and entrepreneurial major gift officer who will use proven practices as well as new ideas to engage and re-engage with alumnae/i to play a role in growing the major gifts (\$50k+) program. Reporting to the Interim Associate Vice President, Individual Giving, the MGO will partner closely with university leaders, faculty, and Advancement colleagues to cultivate donor relationships, engage more alumnae/i, and increase overall financial support at this critical time in the University's history. The ideal candidate will have a passion for applying their donor-centered individual fundraising skills to raise funds for an educational institution whose mission is rooted in women-centric values.

Essential Responsibilities

- Manage a portfolio of 150 major gift prospects and donors, meeting expectations for annually articulated solicitation and revenue goals.
- Effectively and efficiently move prospects through the donor pipeline to successfully close major gifts.
- Create opportunities to conduct a minimum of 120 substantive interactions annually, involving institutional leadership, faculty, and high-level volunteers, when appropriate, to cultivate, solicit, and steward major gift prospects and donors.
- Partner with colleagues across UA to create comprehensive solicitation strategies that support mutually shared goals and lead to the identification of new major gift prospects.
- Collaborate with Donor Relations colleagues to ensure that managed donors are receiving appropriate levels of stewardship and engagement, and to prepare gift agreements.
- Work with Advancement Communications to develop compelling proposals.
- Develop and articulate a deep knowledge of Simmons University's culture and history, its fundraising priorities, academic, extra-curricular, and athletic programs.

Experience & Qualifications

- BA or BS degree required, with at least 3-5 years of frontline leadership or major gift experience.
- Experience with and proficiency in donor database software, and an intermediate command of Microsoft Word and Excel.
- Excellent written and verbal communication skills, and a proven track record of successful portfolio management and major gift closures.
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines.
- Demonstration of a strong commitment to diversity, equity, and inclusion in a values-driven organization.

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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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