

**BENTLEY**  
UNIVERSITY**Boyden Executive Search Contact**Lisa Vuona | 508.320.6445 | [lvuona@boyden.com](mailto:lvuona@boyden.com)Shaké Sulikyan | 508.410.1811 | [ssulikyan@boyden.com](mailto:ssulikyan@boyden.com)**Position Summary**

Reporting to the Associate Vice President for Development, the Major Gifts Officer (MGO) plays a significant role in securing philanthropy for Bentley University's strategic priorities. The MGO qualifies, cultivates, solicits, and stewards individuals living locally and out of state who have the capacity to make gifts of \$100k or more. The MGO's portfolio may be focused on specific prospect constituencies including alumni and parents, geographic regions, and/or institutional priorities including athletics, financial aid and capital projects.

The successful MGO establishes effective relationships with individuals in their portfolio and develops and executes strategic solicitation plans. The MGO utilizes data to evaluate and prioritize a portfolio of 125 – 150 individuals. Collaboration is highly valued across the university and especially with University Advancement colleagues including other frontline staff and teams in Alumni & Family Engagement, Donor Relations, and Prospect Research.

**Essential Duties**

- Effectively and efficiently qualify individuals in portfolio to solicit and close gifts of \$100K+
- Possess skills to manage donors and prospects throughout the qualification, solicitation, and stewardship phases applying sound strategies for each prospect
- Meet and exceed annual goals for gift revenue, meetings, qualification, solicitation, and other key performance indicators as defined
- Maximize productivity through portfolio management strategies supported by prospect research and data analytics
- Update database with timely contact reports, demographic updates, and moves management activity
- Prepare donor correspondence, gift documentation, briefing materials and related documents

- Partner with other frontline teams, including Major Giving, Annual Giving, Gift Planning, Corporate and Foundation Relations, to create comprehensive solicitation strategies that support mutually shared goals
- Collaborate with the Office of Alumni & Family Engagement and the Pulsifer Career Development Center to maximize resources and create opportunities to engage prospects and donors through events and other activities
- Develop relationships with key campus partners to achieve engagement and revenue goals
- Steward donors in collaboration with the Donor Relations team
- Develop and articulate a deep knowledge of the culture at Bentley University including fundraising priorities, mission, and strategic positioning; academic, extra-curricular and athletic programs; and its faculty, students, and administration
- Understand and meet departmental standards, policies, and procedures with respect to all aspects of the position

#### **Other Duties**

- Participate in and organize, as appropriate, the planning of targeted cultivation events locally and out of state
- Attend and staff events which may require travel, evening, and weekend responsibilities

#### **Minimum Qualifications**

- Bachelor's degree with a minimum of 5 years of frontline fundraising experience; other related experience, sales, or account management experience, preferably in an institution of higher education, may be considered
- Positive professional who is initiative-taking, results-oriented and collaborator who is enthusiastic and able to make direct person-to-person solicitations
- Excellent written and verbal communications skills
- Experience with and proficiency in CRM donor database usage and an intermediate command of the Microsoft 365 Suite
- 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 value-driven organization

- Interact professionally and maintain confidentiality
- Must hold and maintain a valid, unrestricted US driver's license, with an insurable driving history as determined by Bentley's insurance carrier

**Work Environment**

- Hybrid work environment with virtual and in person meetings required in addition to computer and phone work
- MGO must be able to travel by car, plane and public transportation as position will require 10-20% overnight and day travel
- Some weekend and evening duties are required
- Bentley University requires references checks and may conduct other pre-employment screening

## Boyden Contacts

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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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