

**Georgia Institute
of Technology****Boyden Executive Search Contact**Lisa Vuona | 508.320.6445 | lvuona@boyden.comLeslie Smith | 317.445.0309 | leslie.smith@boyden.com**Position Summary**

The Associate Director of Development will act as the front-line development officer responsible for assisting with the planning and implementation of a coordinated program of fundraising activities, leveraging the counsel and support of a seasoned development director serving as team leader and supervisor. The Associate Director of Development will use professional relationship building skills to identify, cultivate, solicit, and steward major gift donors and prospective donors capable of making gifts of \$25,000 or more.

This position will support special events to involve and cultivate major gift donors and prospects as well as identify stewardship opportunities for major gift donors. The Associate Director will collaborate with deans, school chairs, and faculty, and coordinate with other development and alumni relations staff. This role provides an opportunity to broaden knowledge of fundraising approaches. This position is expected to contribute to team results while building long term, meaningful donor relationships. Typically solicits gifts in the range of \$25,000 to \$250,000 and is accountable for raising up to \$750,000 per year. Manages a prospect pool of up to 200 prospects.

The Associate Director of Development will interact on a regular basis with: Alumni, Parents, Corporate and Foundation Representatives, Staff, and Volunteers. This position will typically advise and counsel: Unit Leadership, Deans, Development Officers, and Faculty.

Responsibilities

- Assist with the design and/or implementation of comprehensive fundraising plans for assigned college, school, program, region, or constituency.
- Use professional relationship building skills to develop and implement plans and strategies for identifying, cultivating, soliciting, and stewarding major gift donors and prospective donors. Close major gifts and commitments, both personally and in coordination with supervisor, with a typical gift range of \$25,000 to \$250,000, and an average annual fundraising accountability up to \$750,000.
- 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.
- Participate in the preparation of written development materials including case statements, proposals, impact reports, and fundraising initiative/campaign related literature for assigned college, school, and/or program(s).

- Support special events and/or staff advisory board meetings to involve and cultivate major gift donors and prospective donors.
- 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.
- Develop strong, interactive relationships with key constituents (individuals and organizations) to increase philanthropic support for the College.
- 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.
- Meet/Exceed annual fundraising goals as an individual development officer.
- Perform other duties as assigned.

Knowledge, Skills and Abilities

- **KNOWLEDGE** – Knowledge of fundraising approaches and strong interpersonal skills, ethical standards, and good judgement.
- **SKILLS** – Excellent skills in building long-term relationships, and persuasive written and verbal communication skills. Requires skills in prioritizing, negotiating, strategic planning, project management, program administration and organization.
- **ABILITIES** – Use of office related computer applications is required. Travel is an essential part of the position as is participation in evening and weekend activities. Focus primarily on securing major gifts and grants from alumni, other individuals, corporations, and foundations.

Required Qualifications

- Bachelor's degree or equivalent combination of education and experience.
- Two to three years of progressively responsible experience in development/advancement and/or relevant experience in sales and marketing, or other related fields.
- Travel is an essential part of the position as is participation in evening and weekend activities.

Preferred Qualifications

- Two plus years of proven development experience and results in soliciting and closing annual gifts and/or major gifts, and/or experience in a Development Services role 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
M +1 508.320.6445



Leslie Smith, Consultant
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.