



**Georgia Institute
of Technology**

Boyden Executive Search Contact

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Position Summary

Reporting to the AVP Development Operations and Services, the Director, Operations and Team Performance will serve as the connector for all teams on department strategy and fundraising goal performance. The Director will build department consensus around policies, fundraising goal reporting, and procedures to achieve fundraising goals efficiently and effectively. In partnership with the HR Partner this position will strategically connect professional development planning to overall division growth and continuing education, utilizing a mix of industry offerings (e.g., CASE, AASP, EAB, APRA, ADRP, AFP etc.), consultants, and internally developed content from GTHR to curate training curricula for department and team meetings. This position will advise and counsel Development leadership and staff, Georgia Tech board of directors and Executive Leadership. This position will collaborate with the HR Partner, university faculty, staff, Board of Directors, alumni and Development leadership and staff.

Responsibilities

- Makes content recommendations for all staff meetings, ad hoc training and staff retreats bringing industry best practices to the Development division.
- Builds a Development onboarding program, curating personalized welcome programs and introductions to the Division that may include, introduction to Development as an industry, introduction to the Development divisions at GT (e.g., leadership structure and where the fit in the organization), onboarding meeting recommendations and scheduling with Development division leaders, liaising with hiring managers to plan for the first six months of an employee joining the team.
- Develops plans and objectives to ensure success of the operations processes while working with departments across the division to build mutually beneficial relationships, improve communication and collaborative teamwork, and increase campus understanding of development fundraising processes.
- Coordinates planning and status updates or meetings for reporting analysis, process implementation, and project timelines.
- Anticipates the needs of supervisors and department staff to help them stay focused on their fundraising goals and project initiatives by identifying and resolving operational issues before they arise.
- Assists in the development, facilitation, or management of development fundraising division and program objectives by building departmental expertise with Development Operations, maximizing effectiveness, efficiency, timeliness, accuracy, and ROI.
- Coordinate with DEV's Vice President, AVP Operations and Services, DEV Cabinet, Senior Leadership Team, and managers throughout the division on professional development opportunities related to

the development/philanthropic industry, proactivity identifying growth and learning paths for individuals in both operations and frontline roles.

- Other duties as assigned.

Knowledge, Skills and Abilities

- **KNOWLEDGE –**
 - Thorough knowledge of Development as in industry, with deep understanding of how the operations teams supporting frontline activity increase the efficiencies and effectiveness of frontline productivity.
 - Experience working in Development operations, human resources, or talent management.
 - Ability to collaborate and work with varied experienced level of professionals for strategy or confidential discussions. Exceptional written and oral communication skills.
 - Knowledge of applicable database.
- **SKILLS –**
 - Excellent communication, project, and management skills.
 - Excellent analytical thinking and computer-based critical thinking skills.
 - An open and collaborative leadership style.
 - A proven record as a successful manager.
 - Knowledge of and experience with Microsoft Office applications (especially Word, and Excel). Knowledge of One USG preferred.
- **ABILITIES –**
 - Strong organizational and analytical skills with ability to initiate, analyze, and monitor plans that support the goals and objectives for the division.
 - Ability to lead groups and projects and function as part of an integrated team.
 - Demonstrated ability to work independently, prioritize work and manage diverse and competing priorities while meeting deadlines.
 - Ability to communicate with a broad range of personalities with tact and diplomacy and capability of creating connections or consensus between and among individuals and teams.
 - Ability to take initiative, use sound judgment, and ask questions as needed.
 - Ability to operate independently and as part of a team—this position will collaborate closely with staff across the department.
 - Ability to manage, and maintain sensitivity to, highly confidential information.
 - Willingness and ability to learn additional technologies as needed.
 - Ability to deliver results within the established timeframes while managing multiple priorities.

Required Qualifications

- Bachelor's degree in business finance or related field.
- 3-5 years of relevant experience including supervision and leadership, with experience in advancement or development preferred.
- 5-7 years development and operations, administrative services, human resources or related field; experience in an independent school, college, university, or academic setting preferred.

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](#).

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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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