Regional Development Director
Institutional Advancement Division

The Opportunity

Brandeis University – a distinguished private research university recognized for its academic excellence and leading-edge research – has an exciting opportunity for a talented and experienced Regional Development Director.

Located in the suburbs of Boston, a global hub for higher education and innovation, Brandeis is dedicated to first-rate undergraduate education while making groundbreaking discoveries. Established as a nonsectarian university in 1948 by members of the American Jewish community, our visionary founders shared a commitment to social justice and to making the world a better place.

Our founders’ pioneering spirit and intellectual pursuits continue today at Brandeis – from helping to solve a national public health crisis through work at its newly established Opioid Policy Research Collaborative, to the biological discoveries that last year earned two faculty members a Nobel Prize in Physiology or Medicine. We aspire to further such important endeavors and are looking to grow our team with individuals who share our passion and commitment. In preparation for its next ambitious campaign, Institutional Advancement (IA) seeks to strengthen the bonds with the University’s many constituencies. By working together, we will secure the financial resources necessary to continue the legacy of excellence in teaching, research, and scholarship at Brandeis.

Position Summary

The Regional Development Director (RDD) is responsible for the strategic management of a portfolio of approximately 150 - 200 major gift prospects who are capable of making gifts of $100,000 or more to the University. He/she will work collaboratively with senior leaders and colleagues across the institution to engage our most generous donors in support of programs and initiatives that align with the President’s vision and priorities and that complement the importance of unrestricted support.

Creating strong and positive relationships is fundamental to fundraising success. To serve as a liaison between and representative of IA and Brandeis’ alumni, parents and friends, the RDD will exhibit in-depth knowledge of the University, its initiatives, and its internal and external constituents. Other responsibilities include effective collaboration and partnership with colleagues, peers and unit managers within a diverse advancement organization and complex top tier research institution; staffing University administrators and faculty on development visits with prospects and donors; and planning and managing regional events.

The work of the RDD is integral to the financial success of IA and generates significant annual revenues for the University. Therefore, an emphasis on the development of comprehensive solicitation strategies and closure of major gifts is required and is measured against the attainment of personal and programmatic fundraising goals.
Decisiveness, diplomacy, trustworthiness, discretion, and creativity are indispensable qualities of the RDD. The incumbent must have the ability to interact easily with individuals of considerable social, economic, and educational levels, and at all times, must professionally represent Brandeis.

Primary Responsibilities and Essential Activities

- Manage several geographic territories with a portfolio of approximately 150 - 200 prospects who have the capacity to make gifts of $100,000 or more, traveling to assigned regions to conduct a significant number face-to-face personal visits each year (100+ unique prospect/donor visits).

- Plan and manage an effective schedule of contacts and meetings; arrange campus visits; and engage University leaders, faculty, staff and other advancement colleagues in donor engagement activities, as appropriate.

- Routinely interact with a variety of University personnel, including those in Advancement Administration, Alumni Relations, and Development; various academic departments, faculty members, and administrators, among others.

- Develop meaningful, mutually-beneficial relationships with current and prospective donors on behalf of the University and determine the appropriate fundraising strategies for each assigned individual, couple, family and family foundation. Successfully advance relationships through the development cycle – from identification and qualification to active engagement, investment, solicitation, and stewardship.

- Plan and execute a minimum of 25 comprehensive solicitations during the course of each fiscal year with an annual revenue goal of $2 million or more, a figure that should increase over time. Ensure that all managed prospects are solicited annually for the Brandeis Fund, Parents Fund, and/or Graduate School Annual Fund(s), as appropriate.

- Record activities, contacts, proposals and strategy plans in the donor database. Ensure constituent biographic and contact data maintained in the database is accurate and up-to-date.

Qualifications

- Bachelor’s degree required.

- Minimum 6 years of relevant work experience or equivalent combination of education and experience.

- Experience in a higher education or non-profit setting preferred; direct experience with fundraising and volunteer management highly desired.

- Demonstrated ability to solicit and close philanthropic gifts at the $100,000+ level, or equivalent experience in a related field such as sales, investments, or wealth management.
• Proven track record of working in a dynamic, evolving and highly energetic fundraising environment.

• Superior interpersonal skills with proven ability to successfully interact and collaborate with varied constituencies in a professional manner, exhibiting excellent written and oral communications skills.

• Ability to apply good judgment and discretion when dealing with highly confidential alumni, parent, student, family, donor and prospect information.

• Must be a detail-oriented, self-starter with an ability to work independently and manage multiple projects and priorities to meet aggressive timelines and challenging deadlines.

• Must be able and willing to work occasional evenings and weekends. Must be able and willing to travel frequently throughout the United States to attend events and to meet with prospects and donors to further cultivation and solicitation strategies.

Commitment to Diversity, Equity, and Inclusion

Founded as a model of ethnic and religious pluralism, Brandeis University welcomes students, faculty, and staff of every nationality, religion, and orientation. Social justice is central to the mission of Brandeis, which endeavors to foster a just and inclusive campus culture that embraces the diversity of our larger society. Brandeis embodies the American heritage of cultural diversity, equal access to opportunity and freedom of expression. Learn more at: http://www.brandeis.edu/about/mission.html

Brandeis University is an affirmative action/equal opportunity employer. It is the policy of Brandeis University not to discriminate against any person on account of race, color, ancestry, religious creed, gender, national or ethnic origin, sex, sexual orientation, age, genetic information, disability, veteran status, or any other category protected by federal or state law. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President of Human Resources, Bernstein-Marcus building, 781-736-4464.

Submit Your Candidacy

We welcome your nominations, inquiries and expressions of interest in this position, which may be directed informally via email or telephone to Advancement administration contacts:

Ania Morris
Assistant Director, Advancement Talent Management & Administration
781-736-4004 | armorris@brandeis.edu

Elizabeth Crabtree
Vice President, Advancement Administration & Operations
781-736-4034 | ecrabtree@brandeis.edu
To apply, please visit our career website and submit your cover letter and resume via the Brandeis University Human Resources online portal at https://careers.brandeis.edu/staffjobs/

Please note that you must upload your cover letter and resume as one combined file.

The material presented in this position summary is for informational purposes only. Candidates offered a position at Brandeis University may be subject to an employment reference check and additional background screening satisfactory to Brandeis. This screening may include a criminal background check, drug testing, and motor vehicle records check.