The Opportunity
Brandeis University – a distinguished private research university recognized for its academic excellence and leading-edge research – has an exciting opportunity for a Vice President of Development.

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
Reporting to the Senior Vice President, the Vice President oversees all frontline fundraising units and will lead the charge for evolving the culture of philanthropy at Brandeis – revitalizing the university’s approach with alumni; broadening its engagement with parents and international constituents; and leveraging the evolving generational character of the donor and prospect base. Primary responsibilities include implementing strategies to ensure the successful achievement of fundraising goals, with aspirations of increasing gift revenues to $100 million or more annually over the next 10 years.

The Vice President will create a talent acquisition and retention strategy to attract and motivate the highest caliber of fundraising managers and professionals in the field, growing a team that utilizes industry best practices and appropriately incorporates emerging trends in philanthropy. The Vice President provides leadership, guidance, and mentorship to a diverse number of fundraising unit directors and programs, overseeing substantial financial and personnel resources.

To accomplish these objectives, the Vice President will be a visionary leader with the ability to manage a complex organization and interact with a wide-range of individuals. S/he will be able to advocate, negotiate, and influence within a highly democratic, inclusive, and performance-driven culture to drive major projects and effectively manage organizational change. The Vice President will be a seasoned fundraiser who has deep experience in data-informed, metrics-based major gifts fundraising and applying
industry best practices, as well as a demonstrated track record of engaging highly-influential and affluent donors and experience closing seven and eight-figure gifts.

**Primary Responsibilities and Essential Activities**

- Provide integrated, strategic leadership across the following functional areas: leadership annual giving; major and principal gifts, inclusive of school and college-based development programs and regional giving; corporate and foundation relations; international advancement; and parents programs. Continue the maturation of a sustainable development program, incorporating industry best practices and an ethos of continuous improvement. Ensure that sound processes and data-informed decision-making guide the work of the development team.

- Collaborate with the President, Provost, Senior Vice President, leadership of the Board of Trustees, and development colleagues to identify and refine giving priorities.

- Set annual and multi-year fundraising goals in partnership with the President, Provost, Senior Vice President, leadership of the Board of Trustees. Develop and execute strategies that will markedly increase individual, corporate, foundation, and other philanthropic support. Devise strategies to significantly increase alumni giving participation at all levels.

- In collaboration with the Senior Vice President, lead and oversee donor cultivation and solicitation opportunities that involve the President, senior academic and administrative leaders of the university, and Trustees and other high-level volunteer leaders. Manage connections between prospective and current donors and these leaders. Ensure the preparation of strategic communications, reports, briefings, and other materials as necessary. Exercise sound judgment and efficiently communicate prospect strategies when involving university or volunteer leaders. Serve as the catalyst in strengthening a culture of philanthropy intended to permeate throughout the Brandeis community.

- Manage a personal portfolio of approximately 25 to 50 top prospects and donors, including both individual and institutional sources, moving them through the stages of cultivation, solicitation, and stewardship.

- Ensure effective integration of school and college-based development efforts. Foster strategic partnership with deans to address unit-based needs and advance the highest-impact giving opportunities for Brandeis overall.

- Ensure ongoing discovery of new major and principal gift prospects, including both traditional and non-traditional sources of potential support, as well as examination of existing donors that may have greater capacity. Maintain current knowledge of important developments across regional, national, and international funding environments as they relate to the university, its programs, and giving priorities.

- In collaboration with the Vice President for Administration and Operations (Institutional Advancement division), ensure optimization of processes, systems, and infrastructure essential for the successful conduct of development programs, including the appropriate integration of technologies that can streamline operational processes and/or engage new audiences of potential donors.

- Ensure high-quality, individualized, and meaningful stewardship of donors, coordinating with colleagues throughout the institution and/or personally stewarding principal gift donors as needed.

- In strategic partnership with the President and Senior Vice President, and Board Chair, identify potential trustees, create stewardship and engagement opportunities for trustees, educate trustees about their role in advancing a culture of philanthropy, cultivate and solicit trustees’ financial support, and leverage their respective networks to expand the donor base.
In collaboration with the Assistant Vice President of Communications (Institutional Advancement division), ensure development of effective, inspirational, and powerful marketing and communications in support of development objectives. Ensure integrated, consistent communications strategies for public-facing initiatives.

Inform the preparation of regular reports regarding development activities and fundraising progress, including those distributed to senior university administrators and the Board of Trustees.

Support the analysis of advancement activities and benchmark with peer institutions in higher education to ensure Brandeis is on track and employing best practices.

Ensure sound fiscal management and efficient allocation of resources.

Travel domestically and internationally to support university priorities, including donor cultivation and solicitation, alumni engagement, and strategic communications.

**Qualifications**

- Bachelor’s degree required, advance degree preferred.

- Minimum of 10 years of experience in progressively responsible development leadership positions, which includes work in all functional areas of development (individual giving, institutional giving, planned giving, stewardship, board relations) and leadership of a major capital campaign (planning, implementation, management, and successful conclusion). Experience working in an institution of higher education or nonprofit environment of similar complexity is strongly preferred.

- Minimum of five years of supervisory experience managing various facets of fundraising, including creating and managing a sizable budget. Demonstrated ability to effectively lead, inspire, mentor, recruit, retain and develop a goal-oriented professional staff. A strong record of inspiring a culture of continuous improvement in order to increase the effectiveness of a development program and staff through established objectives and performance standards.

- Must be steeped in modern philanthropy best practices and able to effectively integrate advancement-related functions.

- Strength in developing the case for support and strategic, complex, and innovative fundraising and alumni engagement plans, and executing against those plans to achieve goals and objectives. Experience working directly with the most senior levels of an organization is very important, as is the ability to effectively strategize with and engage various groups and constituents. Demonstrated ability to translate concepts into multi-stakeholder initiatives.

- Demonstrated ability to strategically move individuals and institutions across the spectrum of prospect development; preference for candidates with a history of securing seven and eight-figure gifts, including cultivation through solicitation and stewardship. Experience working with annual giving strategies for grooming the next generation of annual leadership and major gift donors. Success in securing gifts from both defined and undefined constituencies.

- Proven ability to develop, balance, and coordinate donor bases on a national and international scale.

- Demonstrated ability in planning and executing strategic communications to complement advancement initiatives and achieve goals. Experience identifying and coaching project spokespeople. A functional understanding of how to effectively leverage various communication mediums and distribution channels to support philanthropic initiatives.

- Experience identifying, nurturing, and motivating trustees and other volunteer leaders, and a sophisticated understanding of their role in building an effective advancement network.
• Highly developed skills in organizational efficiency and project leadership, including demonstrated accomplishments while working with cross-functional teams. Skill at goal setting and measuring success, and agility in addressing alternate program directions to meet goals when necessary.

• The ability to extract and analyze data to make effective, efficient decisions about prospect/constituency engagement strategy and process.

• Preference for candidates with an understanding of the Northeastern region and the New York metropolitan area and corresponding philanthropic networks.

• Ability to travel throughout the United States on a regular basis and internationally, as needed

**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](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/](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.