



ASSISTANT DEAN FOR DEVELOPMENT AND ALUMNI RELATIONS
SCHOOL OF INTERNATIONAL SERVICE
AMERICAN UNIVERSITY
Washington, District of Columbia
[American University School of International Service](#)



The Aspen Leadership Group is proud to partner with American University in the search for an Assistant Dean for Development and Alumni Relations, School of International Service.

The Assistant Dean for Development and Alumni Relations for the School of International Service ("SIS") will be the principal fundraiser for SIS at American University. The Assistant Dean for Development and Alumni Relations will work on behalf of the SIS Dean to shape and execute plans for fundraising to meet the financial needs of the Dean's academic priorities for the school. The Assistant Dean for Development and Alumni Relations will work primarily in the area of major gift fundraising for SIS and will plan, implement, and oversee the major gift fundraising program for SIS with emphasis on gifts of \$100,000 to \$1,000,000 and above.

The Assistant Dean for Development and Alumni Relations will serve as a key partner to the Dean and as an ambassador of SIS. The Assistant Dean for Development and Alumni Relations will supervise the activities of the Director of Development, SIS and Development Coordinator in their work as a collaborative team in support of donor cultivation, solicitation, stewardship, alumni programming, and special events. In coordination with the Dean, the Assistant Dean for Development and Alumni Relations and the SIS Development and Alumni Relations team will strategically recruit and staff members for the SIS Board of Advisors. The Assistant Dean for Development and Alumni Relations and SIS Development and Alumni Relations team will strive to maximize the Board of Advisors' effectiveness, working closely with the Dean's office to establish agendas and programs for meetings and communications.

American University is a private, co-educational doctoral institution situated in a residential neighborhood of northwest Washington, D.C. It is classified as an R2 Institution, ranked "Doctoral: Higher Research Activity" by the Carnegie Classification of Institutions of Higher Education. American offers 68 bachelor's degrees, 85 master's degrees, 10 doctoral degrees, JD, LL.M., SJD, certificates, and associate degrees. American's student body is cosmopolitan and globally diverse, with all 50 states, the District of Columbia, and 152 countries represented. Seven percent of undergraduates and 13 percent of graduate students are international. The university's mission is carried out by 889 full-time faculty and approximately 1,500 full-time staff. 94 percent of full-time faculty hold the highest degree in their field. Among its 621 adjunct faculty are policy makers, diplomats, journalists, artists, writers, scientists, and business leaders.

REPORTING RELATIONSHIPS

The Assistant Dean for Development and Alumni Relations, School of International Service will report to the Assistant Vice President of Development.

SCHOOL OF INTERNATIONAL SERVICE

American University's School of International Service is a top-10 school of international affairs. Since its founding in 1957, it has answered President Dwight D. Eisenhower's call to prepare students of international affairs to "wage peace." It does so because it believes the world needs leaders who are ready to serve.

Led by Dean Christine BN Chin, SIS is guided by 120 full-time faculty. Its world-renowned faculty — leading political scientists, economists, sociologists, anthropologists, demographers, geographers, historians, and experts in international development, global health, communications, energy, and the environment — produce transformational research and prepare more than 3,000 graduate and undergraduate students for global careers in government, nonprofits, and business.

Thoughtful and aspirational, with wide-ranging backgrounds and experience, SIS students take advantage of Washington's wealth of resources and professional opportunities, and its active international network of more than 20,000 alumni. Students graduate prepared to combine knowledge and practice and to serve the global community as an emerging leader, waging peace and building understanding in the world. SIS offers nearly twenty degree-programs, including two-year, on-campus master's degrees; an executive degree for mid-career professionals; an online master's degree in international relations; a one-year master's degree for partner institutions; an interdisciplinary doctoral program for international relations scholars; and an undergraduate degree in international studies. *Foreign Policy* named SIS a top foreign relations school, ranking within the top ten in undergraduate and master's programs and in the top twenty for PhD programs.

PRINCIPAL OPPORTUNITIES

This is an extraordinary time to join American University. Starting her third year, President Sylvia Burwell, American University's 15th President and the first woman to serve in the role, is a visionary leader with experience in the public and private sectors. President Burwell brings to American University a commitment to education and research, the ability to manage large and complex organizations, and experience helping to advance solutions to some of the world's most pressing challenges. With a new strategic plan and a comprehensive campaign in the pre-public launch phase, American University has made a significant investment in its development operation and seeks to become a destination for entrepreneurial fundraising professionals. This position offers an opportunity to be a part of a significant rebuilding and reinvestment as the division continues with the culture shift needed to allow American University and its development operation to fulfill its unlimited potential.

PRIMARY RESPONSIBILITIES

The Assistant Dean for Development and Alumni Relations, School of International Service will

- with the Dean and independently, aggressively work a major gifts portfolio, actively setting and executing strategies on assigned major gift prospects, meeting or exceeding established benchmarks for visits, contacts, and solicitations, and securing gifts that support the academic priorities of the Dean, other units, or the university as a whole;
- develop, execute, and manage fundraising strategies, priorities, schedules, and tactics for the Dean of the School of International Service;
- identify and engage prospects around the Dean's academic priorities for the school;
- plan travel and individual meetings as well as manage regular communication with key prospects;
- manage all aspects of the school's Board of Advisors, including developing strategy to cultivate and solicit council members for leadership giving at SIS;
- manage, motivate, and evaluate the School of International Service Development and Alumni Relations team;
- develop major gift strategies and revenue expectations, donor stewardship initiatives, and special event plans;
- delegate and assign associated tasks, including the creation and design of related publications;
- work with the Annual Giving team to effectively manage annual giving techniques and messages utilized in the university's direct marketing and phone programs, assuming responsibility for making sure the information about SIS used in these programs is accurate, up to date, and in line with the school's current fundraising objectives; and
- work closely with the Director of Development, Annual Giving on the annual Dean's letter or other equivalent solicitation pieces, ensuring that they occupy a reasonable and productive spot in AU's direct marketing calendar.

KEY COLLEAGUES



Christine BN Chin
Dean, School of International Service

Dr. Chin's research and teaching interests are in the political economy of transnational migration, Southeast Asian studies, and intercultural relations. She is the author of *In Service and Servitude: Foreign Female Domestic Workers and the Malaysian 'Modernity' Project*, and has published in international academic journals such as *International Feminist Journal of Politics*, *Third World Quarterly*, and *International Studies Perspective*. She is also the author of two additional books. *Cruising in the Global Economy: Profits, Pleasure and Work at Sea*, examines the relationship between flag states, cruise lines, port communities, middle class consumers, and foreign migrant workers in the global expansion of cruise tourism. *Cosmopolitan Sex Workers: Women and Migration in a Global City* examines the complex relationship between transnational migrant women and sex work in sex industries of global cities. Dr. Chin is the recipient of various teaching awards at the school and university levels: the most recent is American University's 2010 Outstanding Teaching in a Full-Time Appointment Award.



Courtney Surls

Vice President of Development and Alumni Relations

Courtney Surls, Vice President for Development and Alumni Relations, arrived at American University in September 2015 to lead the university's efforts to support strategic priorities, attract new sources of funding, and deepen lifelong relationships between American University and its more than 120,000 alumni. Prior to joining the American University community, she was responsible for providing strategic vision, leadership, and direction for all fundraising, membership, and stewardship activities for the Newseum. Earlier, Courtney Surls played a leadership role in the advancement efforts of the University of Southern California, where she was integral in developing the fundraising programs and infrastructure to support the \$6 billion capital campaign launched by USC in 2011. Surls joined USC in 2004 and served as Senior Associate Dean for External Relations at the USC Marshall School of Business, where she led a 25-person staff of advancement professionals in major gift, annual fund, corporate relations, alumni affairs, and campaign service units. Previously, Surls was Director of Development for Loyola Marymount University's College of Business Administration in Los Angeles, and as Development Director for St. Bernard High School in Playa del Rey, Calif. She holds a bachelor's degree in music from Iowa State University and a master's degree in educational administration from Loyola Marymount University.

PREFERRED QUALIFICATIONS

American University seeks an Assistant Dean for Development and Alumni Relations, School of International Service with

- experience in higher education, working with high-level executives/academics/leaders, managing volunteers, major gift solicitation and closure at the \$100,000 to \$1,000,000 and above level;
- superior written, verbal, and interpersonal communication skills;
- commitment to and familiarity with the mission of the School of International Service;
- attention to detail and the ability to analyze and articulate reasons for giving;
- strong priority setting skills, and an ability to manage multiple tasks simultaneously in a deadline-oriented environment;
- supervisory experience with the ability to manage and mentor staff;
- familiarity with and experience following guidelines of an established Prospect Management System;
- maturity and diplomacy;
- analytical, research, and project management skills;
- computer literacy with familiarity with fundraising systems; and
- supervisory experience.

A bachelor's degree is required for this position. At least five years of relevant experience is preferred.

DIVERSITY, EQUITY, AND INCLUSION

American University was founded to respond to the needs of a changing world, with a set of guiding values – among them diversity, equity, and inclusion. In today's climate on campus and across the nation, the need to live up to those values has only become more pressing. American University cannot be excellent without being truly inclusive, and without taking the concrete, specific steps to improve its campus climate.

American University's priority is to infuse diversity, equity, and inclusion at a strategic, tactical, and operational level. The university will live up to its values, seek to ensure that everyone in this community feels included, and strive toward excellence in the 21st century.

In the global context of the 21st century, a diverse population and an inclusive school climate are essential components of an international affairs education. Today's complex issues require innovative ideas and perspectives of people from different backgrounds, cultures, and places. As a top-10 school of international affairs, the School of International Service has both an opportunity and a responsibility to prepare a more diverse generation of leaders who are well-equipped to see differences as a pathway to greater creativity, deeper learning, and an expanded capacity for impact.

SALARY & BENEFITS

American University offers a competitive and comprehensive salary and package of employee benefits.

LOCATION

This position is located in Washington, D.C.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. Before submitting your materials, please read them over for accuracy. Review of applications will begin immediately and continue until the successful candidate has been selected.

To apply for this position, visit:

[Assistant Dean for Development, School of International Service, American University.](#)

To nominate a candidate, please contact Tim Child:

[timchild@aspenleadershipgroup.com.](mailto:timchild@aspenleadershipgroup.com)

All inquiries will be held in confidence.