



EXECUTIVE DIRECTOR/ASSISTANT DEAN, FROST SCHOOL OF MUSIC  
UNIVERSITY OF MIAMI  
Coral Gables, Florida  
<http://welcome.miami.edu>



The Aspen Leadership Group is proud to partner with the University of Miami (UM) in the search for an Executive Director/Assistant Dean, Frost School of Music.

A vibrant and diverse, private university focused on transforming lives through teaching, research, and service, the University of Miami's Division of Development and Alumni Relations, in partnership with the Frost School of Music, seeks a professional with leadership skills, exceptional work ethic, detail-oriented work habits, and with preferred experience in the major gifts fundraising profession for the position of Executive Director/Assistant Dean.

The Executive Director/Assistant Dean will join a diverse and high skilled growing team as the University enters into a billion dollar plus campaign and will work with the Associate Vice President for School and Unit-Based Development and the Dean of the Frost School of Music to develop and implement key campaign fundraising and Alumni Relations strategies for the Frost School of Music and guide the fundraising program. The Executive Director/Assistant Dean will be an integral part of the leadership team for the Frost School of Music, which is one of the most highly acclaimed innovative music schools in the country and serve on the Dean's senior management team. The Executive Director/Assistant Dean will oversee a Development Director and a Donor Relations Coordinator.

A private research university with more than 16,000 students from around the world, the University of Miami is focused on teaching and learning, the discovery of new knowledge, and service to the South Florida region and beyond. The University comprises eleven schools and colleges serving undergraduate and graduate students in more than 180 majors and programs. In 2016, *U.S. News & World Report* ranked the University of Miami No. 44 among the top national universities in the country in its "Best Colleges" listings. *U.S. News* also cited several of its programs in "America's Best Graduate Schools."

Established in 1925 during the region's famous real estate boom, the University of Miami is a major research university engaged in \$324 million in research and sponsored program expenditures annually. While the majority of this work is housed at the Miller School of Medicine, investigators conduct hundreds of studies in other areas, including marine science, engineering, education, and psychology.

The Frost School of Music is one of the most highly acclaimed innovative music schools in the United States. It seeks to transform lives through the study and performance of music, and to enhance music's future as the result of the most innovative and relevant curricula in higher education. The Frost School of Music is devoted to excellence and a culture of collegiality, in which a diversity of people, musical styles, and careers are valued.

The Frost School of Music is a community of musicians committed to advanced musicianship for all Frost students across a broad array of majors and programs. The Frost School of Music seeks to elevate the community through intensive, sustained outreach to underserved populations. The Frost School of Music strives to enhance the cultural richness of the University of Miami, South Florida and throughout the world as the result of world-class performance, scholarship and research.

### **REPORTING RELATIONSHIPS**

The Executive Director/Assistant Dean, Frost School of Music will report to the Associate Vice President for School and Unit-Based Development.

### **PRINCIPAL OPPORTUNITIES**

The University of Miami is, as befits its location in one of the hemisphere's most cosmopolitan and vibrant cities, a dynamic, stimulating private institution that transforms lives through teaching, research, and service. The University's exceptional diversity, groundbreaking scholarship, strong community ties, rich traditions, and joyous spirit make it a profoundly rewarding place to learn, work, engage, and grow. *Forbes Magazine* recognizes as much, ranking the University 15<sup>th</sup> on their list of America's best large employers, making the University of Miami the highest-ranked university in the nation and the highest-ranked organization in Florida.

The University of Miami is currently preparing for the public launch of its next campaign, leading up to its centennial in 2025. To that end, and at this pivotal moment in its history, the University seeks skilled, experienced major gift officers to join the leadership team in its Division of Development and Alumni Relations. Successful candidates will have the opportunity to make critical contributions to the overall success of the campaign. Those contributions will, in turn, elevate the University to the next level of distinction as it advances its educational, scholarly, healing, and humanitarian missions, and serves as a catalyst for positive change to its institution and the community.

### **PRIMARY RESPONSIBILITIES**

The Executive Director/Assistant Dean, Frost School of Music will

- identify prospective donors and funding sources, in conjunction with faculty and staff, and develop cultivation and solicitation plans, involving the aforementioned groups and volunteers, as appropriate;
- develop and oversee a small cadre of volunteers whose purpose is to help identify, cultivate, and solicit other prospective donors;
- ensure regular communications and stewardship with donors both locally and nationally, including re-solicitations, proper acknowledgement of gifts and pledge payments, reporting, visiting, and providing regular information on the progress of the departments;
- prepare and maintain a master plan of funding priorities, in conjunction with above-mentioned leadership and staff;

- determine fundable projects and package them appropriately for consideration by donors;
- develop and implement an annual work plan with measurable objectives and courses of action for all relevant activities during the years;
- make appropriate recommendations to administration, and appropriate faculty concerning their roles and involvement in the identification, cultivation, or solicitation of donor prospects;
- facilitate face-to-face interactions with appropriate donors and prospects;
- in concert with the central department of Alumni Relations, manage alumni relations and annual giving for the Frost School of Music including but not limited to alumni engagement efforts, alumni programming both regionally and locally, and management of any college-based alumni volunteer groups;
- maintain communications with colleagues in other departments, other schools and colleges as well as central development to ensure effective collaborations and synergy in achieving the University's key fundraising goals and objectives;
- document all contacts, communications, visits, and proposals in Raiser's Edge and other appropriate donor files;
- work with the Associate Vice President for School and Unit-Based Development to develop appropriate fundraising budgets and revenue projections for annual and campaign giving;
- design and implement major gift development cultivations and special events, designed to assist with identification, cultivation, and solicitation of major gift prospects;
- manage volunteer and staff activities related to planning and execution of these events;
- ensure regular communications and stewardship with donors, including re-solicitations, proper acknowledgement of gifts and pledge payments, reporting, visiting, and providing regular information on the progress of the departments;
- serve as a member of Executive Council, the eight member leadership team overseeing all major functions of the Frost School of Music;
- supervise the Director of Development and Donor Relations Coordinator;
- follow University policies and procedures; and
- attend meetings and appropriate training sessions for University Advancement.

#### KEY COLLEAGUES



**Joshua M. Friedman, CFRE**

**Senior Vice President for Development and Alumni Relations**

Josh Friedman joined the University of Miami in February of 2018 as the Senior Vice President for Development and Alumni Relations. He is responsible for the implementation of all fundraising and alumni affairs for the University. As a senior administrator of the University, he reports directly to the University President, Dr. Julio Frenk, and serves as a member of the President's Cabinet. He works closely with the University's Board of Trustees and all academic deans in formulating and implementing Advancement initiatives for the

University.

Friedman has more than 20 years of experience leading record-breaking fundraising efforts. Prior to joining the University of Miami, he served as the Chief Development Officer for the Arizona State University Foundation for a New American University where he worked closely with Arizona State University's (ASU) President Michael Crow to cultivate and steward major donors and to match their interests to the programs and ideas that advanced ASU's vision. He was instrumental at planning and launching ASU's successful \$1.5 billion comprehensive campaign.

Friedman joined the ASU Foundation from National Public Radio (NPR), where he served as the broadcaster's Senior Director of Individual Giving. Prior to NPR, Friedman was Director of Development at Johns Hopkins University's Berman Institute of Bioethics and was Director of Development for the Nobel Prize-winning Physicians for Human Rights, and a fundraising director within the Partners HealthCare hospital network, which includes Massachusetts General and Brigham and Women's Hospitals.



**Shelton G Berg**  
**Dean, Frost School of Music**

Shelton (Shelly) G. Berg is Dean at the Frost School of Music at the University of Miami where he leads a dynamic faculty and teaches outstanding students. He was previously the McCoy/Sample Professor of Jazz Studies at USC Thornton School of Music and a past president of the International Association for Jazz Education (IAJE).

In 2000, The *Los Angeles Times* named Dean Berg one of three "Educators for the Millennium." A Steinway piano artist and four-time Grammy nominee, he has performed and recorded with top music industry professionals and orchestrated music for television and motion pictures. The *All Music Guide* declared, "Shelly Berg is one of the finest pianists around in the early 21st century playing modern mainstream jazz." His CD, *Blackbird* reached #1 in US jazz radio (2005).

Recent recording and arranging projects include a solo album *The Nearness of You*, Arturo Sandoval's Grammy-winning *Dear Diz (Every Day I Think of You)*, and Reneé Fleming's *Christmas in New York with Friends*. His recording of "Rhapsody in Blue" and other Gershwin selections with the Royal Philharmonic Orchestra is due for imminent release.

Dean Berg was nominated for a Grammy Award in the Best Arrangement Accompanying Vocals category for "Be My Muse" on Lorraine Feather's album *Flirting with Disaster* (2015), "What a Wonderful World" on *Gloria Estefan: The Standards* (2014), and "Out There" on Lorraine Feather's *Tales of the Unusual* (2013). He was also nominated for a Grammy as co-producer of *Gloria Estefan: The Standards* in the Best Traditional Pop Album category. Berg is artistic advisor for *Jazz Roots* at the Adrienne Arsht Center, musical director of *The Jazz Cruise*, and host of *Generation Next* on Sirius FM.

## **CANDIDATE QUALIFICATIONS AND QUALITIES**

The successful candidate for the position of Executive Director/Assistant Dean, Frost School of Music should have

- knowledge about planned giving and major gift fundraising;
- excellent command of the English language;
- excellent oral and written communication skills as well as strong interpersonal skills;
- high level of organization, be creative, energetic, and assertive;
- exceptional work ethic and commitment; and
- knowledge of Access, Excel, and Microsoft Word.

A bachelor's degree is required for this position as is at least seven years of demonstrated successful experience in fundraising. An equivalent combination of education/experience may be considered.

## **SALARY & BENEFITS**

In addition to a competitive salary, the University of Miami offers a benefits package, which includes health care coverage, paid vacation and sick leave, paid floating holidays, a voluntary retirement program with a university-funded five percent core and up to a five percent matching contribution (up to IRS limits), professional development opportunities, education benefits, and special discounts. To learn more about University of Miami benefits visit <http://www.hr.miami.edu/benefits-and-wellness/index.html>.

## **LOCATION**

The Coral Gables campus, the University's main campus, is home to two colleges and seven schools and is located on a 239-acre tract in Coral Gables, approximately seven miles from downtown Miami. The campus is one of South Florida's prime destinations for a rich variety of arts and culture offerings. The Lowe Art Museum houses South Florida's largest and most varied art collection and hosts traveling exhibitions. The Jerry Herman Ring Theatre brings vitality to the South Florida cultural community. The acoustically superb Gusman Concert Hall and Clarke Recital Hall are the sites of hundreds of concerts, including Festival Miami, spanning the musical spectrum that are presented by the Frost School of Music. The Cosford Cinema screens a wide variety of first-run, classic, rare, and art-house films. The Coral Gables campus is also home to the University's celebrated intercollegiate athletics program.

## **DIVERSITY AND INCLUSION**

The University of Miami is home to some of the brightest minds in the world. It is committed to educating and nurturing students, creating knowledge, and providing service to the community and beyond. The University of Miami is an Equal Opportunity/Affirmative Action Employer. Females/Minorities/Protected Veterans/Individuals with Disabilities are encouraged to apply. Applicants and employees are protected from discrimination based on certain categories protected by Federal law.

## APPLICATION DEADLINE

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 nominate a candidate, please contact Angelique Grant:*

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

*All inquiries will be held in confidence.*

