



SENIOR DIRECTOR OF DEVELOPMENT FOR INDIVIDUAL GIVING
CALIFORNIA INSTITUTE OF TECHNOLOGY
Pasadena, California
[Caltech](#)



The Aspen Leadership Group is proud to partner with California Institute of Technology in the search for a Senior Director of Development for Individual Giving.

The Senior Director of Development for Individual Giving will maximize and leverage the philanthropic potential of Caltech in order to advance the institute's most critical projects and activities. The Senior Director will qualify, cultivate, solicit, and steward major and principal gift prospects and donors to align benefactor interests with the strategic objectives of the institution, particularly initiatives that are interdisciplinary in nature. This position will focus on a North America and Asia prospect portfolio of 125 prospects and donors. A portion of the Senior Director's portfolio will be dedicated to creating new strategies to move discovery prospects from suspect to prospect status. The Senior Director will seek to qualify prospects and close gifts of \$100k+, partnering with the President, Provost, division chairs, faculty, the Vice President of Development and Institute Relations, Associate Vice President of Development, Executive Director of Individual Giving, as well as the academic divisions and regions, Foundation Relations, Office of Gift Planning, associates, Parent Program, Annual Fund, and Alumni Association teams to grow the pipeline of major and principal gift prospects.

Caltech is a world-renowned science and engineering Institute that marshals some of the world's brightest minds and most innovative tools to address fundamental scientific questions and pressing societal challenges. Caltech's extraordinary faculty and students are expanding understanding of the universe and inventing the technologies of the future, with research interests from quantum science and engineering to bioinformatics and the nature of life itself, from human behavior and economics to energy and sustainability.

Caltech is small but prizes excellence and ambition. The contributions of Caltech's faculty and alumni have earned national and international recognition, including 39 Nobel Prizes. The institute manages the Jet Propulsion Laboratory (JPL) for NASA, sending probes to explore the planets of the solar system and quantify changes on Earth; owns and operates large-scale research facilities such as the Seismological Laboratory and a global network of astronomical observatories, including the Palomar and W. M. Keck Observatories; and cofounded and comanages LIGO, which, in 2016, observed gravitational waves for the first time.

The institute has one of the nation's lowest student-to-faculty ratios, with 300 professorial faculty members offering a rigorous curriculum and access to varied learning opportunities and hands-on research to approximately 1,000 undergraduates and 1,250 graduate students. Caltech is an independent, privately supported institution with a 124-acre campus located in Pasadena, California.

REPORTING RELATIONSHIPS

The Senior Director of Individual Giving will report to the Executive Director of Development, Individual Giving.

PRINCIPAL OPPORTUNITIES

In a centralized structure within a department of 114 professionals, there are only eight Senior Director of Development positions at Caltech. The Senior Directors will lead and direct advancement work for their divisions and/or interdisciplinary priorities. At Caltech, these high-level positions are individual contributors and influence managers. With the support of a Development Assistant, the Senior Director will partner with many teams in accomplishing their work.

This is an opportunity to shed management responsibilities and focus on development work with renowned faculty in their fields and some of the most incredible philanthropists in the world. As a Senior Director of Development at Caltech, the successful candidate will have the opportunity to advance science that can have positive outcomes to change the world. The Senior Director will help ensure a culture of philanthropy among academic leaders and institute partners.

The Senior Director of Development will join Caltech at a pivotal time as the institute strives to reach and exceed the \$2 billion goal of *Break Through: The Caltech Campaign*, an historic fundraising initiative to spur the most innovative and promising research, prepare students to become leaders in science and society, and help secure Caltech's place as an engine of discovery for generations to come.

The Senior Director of Development will represent the Rothenberg Innovative Initiative (RI2), Translational Sciences & Technologies for Health Initiative (TSTH), among other institute-wide priorities. Additionally, the Senior Director will be the point-person for international travel of the President, primarily in Asia. The Senior Director will carry a small portfolio of prospects in Asia and travel internationally 1-2 times per year. While this is not an established international program by any means, the Senior Director will have the opportunity to cultivate and steward some of the institute's most esteemed alumni and friends overseas. With a dedicated Senior Director for these efforts, Caltech's ability to deepen these ties and leverage opportunities is enhanced.

The Rothenberg Innovation Initiative (RI2) is an innovation grant program which supports commercial development of fundamental research for the benefit of society. Previously known as CI2 (Caltech Innovation Initiative), it has been renamed in honor of Jim and Anne Rothenberg for their extraordinary leadership in establishing, and continuing support for this initiative. RI2 provides grants to faculty based upon scientific discoveries that may lead to significant technological innovations, toward the end of promoting the economic and physical well-being for the world at large. These grants help bridge the gap between groundbreaking research and the practical developments required for capital investment and marketable technologies. They previously produced advancements in areas spanning energy and green technologies, information technology, neuroscience, biomedicine, biotechnology, and other beneficial research fields.

The Translational Sciences & Technologies for Health Initiative (TSTH) intersects with the Divisions of Chemistry and Chemical Engineering, Biology and Biological Engineering and Engineering and Applied Science.

PRIMARY RESPONSIBILITIES

The Senior Director of Development for Individual Giving will

- develop qualification, cultivation, and solicitation strategies for a select group of the institute's most generous donors;
- build and manage a network of relationships with prospective donors involving institute administrators and faculty;
- facilitate and coordinate all communication with these prospects and among the prospect's campus relationships;
- promote positive relations with these individuals and a highly engaged presence;
- actively identify and manage a portfolio of major and principal gift prospects;
- evaluate various gift opportunities and giving vehicles and recommend the most suitable for a particular donor;
- facilitate interaction with major and principal prospects by the President, Vice President for Development and Institute Relations, senior administrators and division chairs, and faculty;
- interact with internal contacts such as division chairs, directors, faculty, administrators, and other development staff to consult on the institute's needs, to formulate strategies to promote prospect engagement with the institute and to identify potential top donors not yet aware and/or active with the institute;
- assist with the strategy for and creation of written communications from the President, Vice President, and other senior administrators appropriate to a donor's interest;
- participate (typically in coordination with others) in major and principal gift solicitations to fund Institute programs and to enhance the development efforts of the divisions and departments; and
- travel extensively, commensurate with Caltech's standard expectations for fundraising activity, contact and travel.

KEY COLLEAGUES



Bettie Woods

Executive Director of Development, Individual Giving

Bettie Woods is the Executive Director of Development, Individual Giving at Caltech where she helps manage Caltech's vast advancement efforts. Bettie is a key leader in *Break Through: The Caltech Campaign*, a major fundraising effort that will ensure the ability to explore and innovate for Caltech, its researchers, and the students who represent the future. Bettie came to Caltech in 2016 after nine years at Loyola Marymount University, where she was Associate Vice President of Development for Individual Giving. Leading a team of 16 development professionals, she helped LMU's most recent campaign surpass its benchmarks and was instrumental in increasing the university's success in soliciting major gifts. In addition to LMU, Bettie held pivotal roles in the advancement organizations of UCLA, the University of Chicago, and KCETLink. Bettie is a proud alumna California State University-Long Beach where she studied education and music.



Valerie A. Otten

Associate Vice President for Development

As Associate Vice President for Development, Valerie A. Otten is responsible for overseeing outright, endowed, and planned major and principal gifts from alumni and other members of the Caltech community. She works closely with the Vice President of Development and Institute Relations (DIR) to define the overarching fundraising strategy and manage its execution across all fundraising units in addition to managing her own principal gift portfolio. Valerie joined Caltech in January 2010 as a Senior Development Officer. She later served as Director of Principal Gifts and Assistant Vice President of Development for Academic Divisions and Regions. In May 2013, she was appointed Associate Vice President of Development, overseeing all major giving units. Valerie brings more than 25 years of experience in development, having served as Assistant Dean of Development for Engineering and Sciences at UC Santa Barbara, Director of Corporate and Foundation Relations at the Natural History Museum of Los Angeles County, Associate Director of Corporate Relations at the Art Center College of Design, and Director of Major Gifts at the National Right to Work Foundation. Valerie received her BA in Communications with minors in French and Psychology from Virginia Tech and her MA in Public Communications from American University.

CANDIDATE QUALIFICATIONS AND QUALITIES

The successful candidate for the position of Senior Director of Development for Individual Giving should have

- excellent interpersonal skills needed to relate to donors, volunteers, colleagues, and senior university administrators;
- an ability to self-motivate (an innovative “self-starter”) and the ability to work with considerable independence within the context of a team environment and a network of relationships;
- superior written and oral communication, negotiating, organizational, analytical, and fundraising skills, including the ability to interpret financial information and manage data;
- familiarity with financial planning, tax and charitable gift laws, and planned giving vehicles and methods;
- knowledge of university governance and academic administrative and financial policies and guidelines;
- an ability to travel frequently, domestically and internationally; and
- a demonstrated ability to practice and adhere to organizational values.

A bachelor’s degree is required for this position as is ten years of experience in fundraising or a related area, preferably in higher education and preferably at a top institution. At least five years of experience should demonstrate involvement in the solicitation of major and/or principal gifts, with a demonstrated track record of securing gifts of seven-figures.

DIVERSITY, EQUITY, AND INCLUSION

Caltech is a community dedicated to scientific and engineering exploration, and to academic excellence. At the heart of its mission is unwavering dedication to honor, integrity, equity, and diversity. Together these values help create and sustain a community where all are committed to the goals of academic and personal achievement.

Caltech affirms that academic excellence is built on bringing together the best faculty, students, scholars, and staff.

Caltech acknowledges that a multitude of perspectives is essential to all it does. As a community, it understands that civility and mutual respect for diversity of background, race, ethnicity, sex, gender, gender identity, socioeconomic status, religion, nationality, sexual orientation, age, disability, and marital and family status, are critical. Caltech is dedicated to creating and sustaining an environment in which such diversity will flourish. It is committed to honor and integrity in all areas of work and campus life. Guided by these principles and the Institute's Honor Code, members of the Caltech community are expected to treat one another with respect and dignity.

Caltech holds itself to the very highest standards of intellectual and academic rigor. The freedom of open expression is essential to the exchange of ideas and furtherance of knowledge; it expects at all times that such exchanges occur in a manner that conforms to academic integrity and professionalism.

Caltech is committed to equal opportunity for all persons without regard to sex, race, creed, color, religion, national origin, ancestry, age, marital status, pregnancy, gender, gender expression, gender identity, sexual orientation, genetic information, status as disabled veteran or other eligible veteran, for otherwise qualified individuals with a disability or any other condition protected by the state and federal law. It is the policy of Caltech to provide a work and academic environment free of discrimination as required by federal and state law, including [Title IX](#), which prohibits discrimination based on sex in Caltech's educational programs and activities. Caltech will take all reasonable steps to eliminate discrimination, harassment, and sexual violence in its work and academic environment. Inquiries concerning the application of Title IX may be referred to Caltech's Title IX coordinator, who can be reached at TitleIXCoordinator@caltech.edu.

SALARY & BENEFITS

California Institute of Technology offers a competitive salary and benefits package.

LOCATION

Situated in the heart of Pasadena at the foot of the San Gabriel Mountains, Caltech's 124-acre campus is 10 miles northeast of downtown Los Angeles and approximately 30 miles from the ocean. The Caltech-managed Jet Propulsion Laboratory is about seven miles away.

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 nominate a candidate, please contact Tim Child:
timchild@aspenleadershipgroup.com.

All inquiries will be held in confidence.