



ASSISTANT DIRECTOR OF DEVELOPMENT, COLLEGE OF ARTS AND SCIENCES  
UNIVERSITY OF SAN FRANCISCO  
San Francisco, California  
[University of San Francisco](https://www.usf.edu)



The Aspen Leadership Group is proud to partner with the University of San Francisco in the search for an Assistant Director of Development, College of Arts and Sciences.

The Assistant Director of Development will further fundraising and alumni engagement for initiatives in the College of Arts and Sciences. The Assistant Director will work closely with the Director of Development, Associate Vice President of Development, and the Dean for the College of Arts and Sciences, focusing on support for graduate programs and campaign priorities in the college, and manage relationships and secure funding from donors capable of making gifts of \$10,000 and above with a goal of \$250,000 in year one with increases in subsequent years.

The University of San Francisco (USF) is recognized nationally and internationally as a leading Jesuit Catholic, urban university with a tremendously diverse student and faculty population and a global perspective. Established as San Francisco's first institution of higher education in 1855, the university is deeply embedded in the intellectual, spiritual, and cultural life of one of the most innovative, diverse, and dynamic cities in the world. USF presently serves over 11,000 undergraduate, graduate, and professional students in Arts and Sciences, Education, Law, Management, and Nursing and Health Professions and has 1,217 faculty members.

USF is frequently recognized for its community engagement, public service, and contribution to the common good. The university has been listed for eight straight years on the Higher Education Community Service Honor Roll. USF is among the top twenty on *Forbes's* list of most entrepreneurial universities and is tied for second place in the nation for undergraduate student ethnic diversity according to the 2017 *U.S. News & World Report*. It also is listed as a Tier One National University in the 2017 *U.S. News & World Report*.

The University of San Francisco is at a pivotal time in its 162-year history – investing in building stronger ties to its alumni and surrounding communities. USF is committed to raising \$300 million by 2022 in its largest comprehensive campaign in the university's history. The next three years will be crucial as the university launches a number of significant initiatives, including the opening of an engineering program under the College of Arts and Sciences. The College of Arts and Sciences houses nearly 5,000 undergraduate and graduate students and is positioned to raise over \$100 million during this campaign.

## **REPORTING RELATIONSHIPS**

The Assistant Director of Development, College of Arts and Sciences will report to the Assistant Dean for Development, College of Arts and Sciences, Lindsey McClenahan.

## **PRINCIPAL OPPORTUNITIES**

The Assistant Director of Development, College of Arts and Sciences will work closely with one of the most successful areas of campus – Data Science, which includes a Master's Program, an Institute, and three major initiatives that tackle climate change, medical Artificial Intelligence, and Applied Data Ethics. The Master's program promotes diversity in a field lacking in diversity, with a 50/50 male/female student population. The Institute raises over \$1 million a year, with the potential to grow exponentially with the introduction of the Assistant Director. Master's students work closely with 40 organizations who pay for Data Institute membership to host them during an eight month practicum with over 300 organizations interested in this partnership. This is an exceptional opportunity for a gift officer to come in and close large gifts within a short time span.

The Assistant Director will fundraise for Sports Management as well, which is a highly regarded, 35 year-old program with cohorts in Southern and Northern California. These cohorts offer strong affinity groups and are ripe for engagement. Partnerships can be forged with the already engaged athletic teams.

The Assistant Director will have direct impact on the main funding priorities of the campaign, student access, and diversity and will provide funding for real world problems such as climate change impact, medical research, and ethics training for the tech sector in an environment – with multiple opportunities to develop meaningful donor relationships.

The University of San Francisco is a rising university. The development team has been expanding since 2012 and continues to do so. The Office of Development is committed to promotion and growth from within as part of a team where strong performance is rewarded. This position offers the opportunity to work with highly skilled advancement leaders who possess more than 30 years of collective experience with expertise in strategy, building, and execution in a culture rooted in mentorship and service. The Assistant Director will be able to build strong relationships with faculty, academic leaders, students, and donors – all of whom are focused on making a difference in the world through real solutions.

## **PRIMARY RESPONSIBILITIES**

The Assistant Director of Development, College of Arts and Sciences will

- coordinate all development activity and communication with the graduate programs in the College of Arts and Sciences and the leaders in those units;
- staff the advisory boards for the College of Arts and Sciences including identifying and helping to recruit board members and playing an integral role in managing and deepening relationships with board members;
- manage an initial personal portfolio of 120-150 prospects, developing ongoing personal relationships with those prospects from research and identification through cultivation, solicitation, closure, and stewardship;
- with the Director of Development and Assistant Dean of Development, establish a three-year strategy to substantially grow contributions at all levels and through all channels to the College, increasing the number and amount of major gifts the College receives annually including securing major gifts from non-alumni and parents;

- collaborate with the Director of Corporation and Foundation Relations, Director of Gift Planning, and the Annual Fund staff to ensure coordination with other giving programs;
- participate in Office of Development team efforts including solicitation strategy teams for key prospects and internal planning efforts; and
- remain current on programs and faculty/research/student initiatives in the College of Arts and Sciences and at the university as a whole.

## KEY COLLEAGUES



**Paul J. Fitzgerald, S.J.**

### **President**

The Board of Trustees elected Paul J. Fitzgerald, S.J. as the 28<sup>th</sup> President of the University of San Francisco on April 8, 2014. He began his tenure on August 1, 2014.

Born in Burbank, California, Fr. Fitzgerald earned a B.A. in History from Santa Clara University in 1980. Two years later, he entered the Society of Jesus, beginning his religious formation at the Jesuit Novitiate in Montecito. After First Vows, he was sent to study Philosophy at the Jesuit-run Hochschule fuer Philosophie in Munich, Germany. He then

returned to the United States to teach at Jesuit High School in Sacramento.

Fr. Fitzgerald earned his M.Div. degree in 1991 and a Pontifical Licentiate with an emphasis in Ecclesiology at Weston School of Theology, Cambridge, Massachusetts in 1993. He attended the University of Paris-La Sorbonne, where he earned a D.E.A. (diplôme des études approfondies) and a Docteur ès Lettres (Ph.D.) in the Sociology of Religion. Concurrently he worked towards an S.T.D. (Pontifical Doctorate) in Ecclesiology from the Institut Catholique de Paris.

Prior to USF, he served as Professor of Religious Studies and Senior Vice President for Academic Affairs at Fairfield University. After joining the department of Religious Studies at Santa Clara University in 1997, Fr. Fitzgerald taught courses and conducted research under the rubrics of both Systematic Theology and Sociology of Religion. He is the author of the book *L'Église comme lieu de formation d'une conscience de la concitoyenneté* (Presses Universitaires du Septentrion, 1999) and numerous scholarly articles and popular essays. He served four years as faculty-in-residence for the Loyola Residential Learning community at Santa Clara and was Director of the interdisciplinary Catholic Studies minor for seven years. He served as an Adjunct Lecturer at the Education College in Xiamen, China (1991) and as a Visiting Lecturer at Hekima College, Nairobi, Kenya (2004). While at Santa Clara Fr. Fitzgerald served as Associate Dean and Senior Associate Dean of the College of Arts and Sciences.

Fr. Fitzgerald currently serves on the Board of Trustees of Loyola University of Chicago, the Board of Trustees of Loyola University in New Orleans, the Board of Governors of the Commonwealth Club, the San Francisco RBI Board of Trustees, and the Board of Regents of Archbishop Mitty High School. His prior Board service includes the Ecclesiastical Board of the School of Theology and Ministry at Boston College and the Board of Trustees of Loyola Marymount University in Los Angeles.



**Peter Wilch**

**Vice President for Development**

Peter Wilch is the Vice President for Development at the University of San Francisco. He is charged with working with the President and Board of Trustees on philanthropic objectives and leads the day-to-day operations and strategic direction for all fundraising initiatives at USF. The areas under his direct supervision include campaign management, principal giving, major giving, planned giving, annual giving, corporate and foundation relations, prospect research, development communications, alumni engagement, stewardship, special events, and development services.

Upon joining USF in 2012, Mr. Wilch initiated a qualitative and a quantitative assessment of USF's fundraising operation and made recommendations for sustained revenue growth at USF. In December 2012, the Board of Trustees endorsed a growth plan that recommended an increase in staff and base budget to expand USF's fundraising program. As part of the growth plan, the development staff was expanded from 40 to 70 and the operation centralized all development efforts across campus. The expansion plan was fully implemented in FY2015 and has resulted in a doubling of fundraising revenue results for the USF in the past five fiscal years. In addition, USF launched its largest comprehensive campaign with a \$300 million working goal, which is the first campaign for USF since 2007. The campaign will conclude at the end of FY2022 and currently has \$215 million in total commitments.

Before arriving at USF, Mr. Wilch served as Vice President for Alumni & College Advancement at his alma mater, Cornell College, a national liberal arts institution located in Mount Vernon, Iowa. There, he led a successful comprehensive campaign, *Extraordinary Opportunities: The Campaign for Cornell*, which raised \$105.8 million toward a \$92 million goal. The campaign included 23 gifts of \$1 million or more, with nearly 60% of the college's alumni giving to the campaign.

Mr. Wilch has been in higher education fundraising for 22 years. Prior to leading the Advancement team at Cornell College, he served as Executive Director of Development at the University of Iowa Foundation for the University of Iowa College of Law. There, he raised \$48.4 million toward a \$35 million campaign goal as part of the university-wide \$1 billion *Good.Better.Best.* campaign. He also worked as a Major Gift officer at Grinnell College, a national liberal arts college located in Grinnell, Iowa. At Grinnell, his efforts helped build upon the institution's \$2 billion endowment, and he secured funds for science and athletic facility campaigns.

He has a Bachelor of Arts in philosophy and politics from Cornell College and has completed graduate work at the University of Iowa Tippie School of Management. Mr. Wilch has four children, including two who are USF alumni, one who is a USF student, and one who is completing high school.



**Lindsey McClenahan**

**Assistant Dean for Development, College of Arts and Sciences**

Lindsey McClenahan is a dynamic Bay Area fundraising professional with over a decade of experience and demonstrated success in major gift campaigns. She is passionate about education and building and maintaining resilient relationships between donors and organizations. In her current position as the Assistant Dean for Development for the College of Arts and Sciences at the University of San Francisco, she manages a portfolio of over one hundred major and principal donors to the university, oversees a Director of Development, an Assistant Director of Development, and several

volunteer leadership boards, and works collaboratively with the Deans towards raising \$105 million for the college's campaign priorities. Ms. McClenahan has had the opportunity to participate in the \$300 million USF campaign from the initial feasibility interviews in 2014 to leading the solicitation of one of the largest campaign donations to date, a gift of \$15 million from Mr. Gordon Getty to launch the Honors College. She has also spearheaded the ideation and initial lead funding for the new Engineering program.

Ms. McClenahan attributes her success to strong relationships with academic leaders and volunteers and to close collaboration with colleagues. Prior to her role at USF, she was a fundraiser for several well-known non-profits in the Bay Area, in areas that range from education and the arts to humanitarian aid and disaster recovery. Most recently, Ms. McClenahan was a Major Gifts Officer at the American Red Cross Bay Area where she led the international disaster fundraising board and was on the ground providing updates to donors on recovery efforts during disasters. She was also a Manager of Annual Giving Societies at the San Francisco Symphony where she managed 800 members of the Baton Society and led events, fundraising, and the giving council. Ms. McClenahan received her Bachelor of Arts degree in History from Boston College and is currently completing her M.A. in International Studies at the University of San Francisco.



**Marcelo F. Camperi**  
**Dean, College of Arts and Sciences**

Marcelo F. Camperi is the Dean of the College of Arts and Sciences. He studied physics at the Universidad Nacional de la Plata, in Argentina. He received his Ph.D. from Boston University in Theoretical and Mathematical Physics, working in topological field theory and some phenomenology of elementary particles. Upon graduating, he became interested in the study of the brain from a physicists' point of view. Other interests also include computational physics, mathematical physics, and in computers in education.

Dr. Camperi is Professor of Physics and Astronomy and was chair of the department from 2000 to 2007. For the past nine years, he has served in the Dean's Office of Arts and Sciences, first as an Associate Dean for Sciences from 2008 to 2010, and now as the Dean of the College.

Over the last six and half years, the college has launched seven new graduate degree programs, including a Master's in Migration Studies and a Master's in Analytics; three new undergraduate programs, including Critical Diversity Studies, Urban Studies, and Data Science. Dr. Camperi has hired over 60 new tenure track faculty members, and built five new dual degree programs in partnership with the Law and Business Schools, including a dual degree in Asia Pacific Studies and International Business. The college currently has more than 4,600 undergraduate and graduate students and nearly 700 faculty between full-time and part-time.

## **PREFERRED QUALIFICATIONS**

University of San Francisco seeks an Assistant Director of Development, College of Arts and Sciences with

- the ability to understand the needs and interest of major donors in order to develop relationships between them and the university, and a demonstrated track record of success with identifying, qualifying, soliciting, and stewarding major gift donors;
- excellent written and oral communication skills, including demonstrated writing and editing skills in the preparation of proposals, and in the drafting of related correspondence, often for the signature of institutional leaders;
- stellar relationship building skills and ability to build rapport with internal and external stakeholders around innovative ideas and programs;
- a commitment to the appropriate use of sensitive and confidential constituent data;
- familiarity with relevant privacy law;.
- excellent time management and follow-up skills;
- the ability to work well under deadline and to manage multiple projects simultaneously;
- the ability to establish and achieve quantified objectives;
- the ability to work independently and as part of a team;
- discipline in establishing and meeting personal and team goals;
- a mission-driven temperament and the ability to identify with the Jesuit principles and goals of USF;
- a high degree of emotional intelligence, diplomacy, and self-awareness;
- creativity and a desire to work hard and commit to successful fundraising;
- attention to detail; and
- the ability to collaborate, be transparent, and make independent decisions when appropriate.

A bachelor's degree is required for this position. At least three years of progressive and successful development experience in major gifts in the higher education arena, with a preference for candidates who have experience with comprehensive campaigns, is preferred.

## **DIVERSITY, EQUITY, AND INCLUSION**

The University of San Francisco strives to promote safe, affirming, and inclusive communities for all students, faculty, and staff to learn and work together in alignment with the university's mission. These communities are enriched by the presence of people of different abilities, ages, colors, creeds, cultures, races, ethnicities, family models, gender identities, gender expressions, health statuses, nationalities, political views, religious, spiritual, and philosophical beliefs, sexual orientations, socioeconomic statuses, educational backgrounds, and veteran statuses.

The university welcomes, expects, and encourages the continued pursuit of knowledge, skills, and abilities necessary to build a more inclusive community which celebrates diversity and works toward justice.

## **SALARY & BENEFITS**

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

## LOCATION

This position is located in San Francisco, California.

## APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the mission of the University of San Francisco.*** Review of applications will begin immediately and continue until the successful candidate has been selected.

*To apply for this position, visit:*

[Assistant Director of Development, College of Arts and Sciences, University of San Francisco.](#)

*To nominate a candidate, please contact Floyd Akins:*

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

*All inquiries will be held in confidence.*