



DIRECTOR OF INSTITUTIONAL GIVING

SME EDUCATION FOUNDATION

Location – Flexible



The Aspen Leadership Group is proud to partner with the SME Education Foundation in the search for a Director of Institutional Giving.

The Director of Institutional Giving will plan, lead, and implement strategies to develop donors and secure major contributions in support of the SME Education Foundation's scholarship programs, with a particular focus on underrepresented students. The Director will build and manage a comprehensive corporate development program, including researching, identifying, and expanding the corporate donor pipeline.

The SME Education Foundation is the leading voice in manufacturing education. As the philanthropic arm of SME (Society of Manufacturing Engineers), the Foundation continues to significantly impact students, educators, and companies nationwide. SME, with its 90-year history and thought leadership, together with the SME Foundation, is committed to furthering its mission—to inspire, prepare, and support the next generation of manufacturing and engineering talent through the Student Summit event series, SME PRIME initiative, and Student Scholarship program.

The Student Summit event series inspires high school students to pursue careers in manufacturing and engineering by providing curated experiences, exposing them to cutting-edge manufacturing technology, and introducing them to the leading companies and individuals driving transformational change within industry. In 2021 there were four Student Summits, attended by 894 students from 30 high schools, and 148 student-friendly exhibitors.

The SME PRIME (Partnership Response In Manufacturing Education) initiative partners with industry and academia to build manufacturing and engineering programs inside of high schools across the country, providing equipment, tailored curriculum, professional development, scholarships, and STEM-focused extracurricular activities to students and educators across the country. 89 percent of SME PRIME school graduates enter the manufacturing workforce or pursue a postsecondary education in manufacturing or engineering disciplines. Since 2011, SME PRIME has expanded into 80-plus schools across 22 states.

The SME Education Foundation supports graduating high school seniors, and both undergraduate and graduate students, by awarding millions of dollars in scholarships every year. In 2021, the Foundation awarded more than \$720 thousand in scholarship support to more than 300 students. Of note, the Foundation awarded a record number of scholarships to women and/or minorities as part of a new Diversity, Equity, and Inclusion initiative. Scholarship awards to female students nearly doubled, and scholarships to minority students and minority female students nearly tripled and quadrupled, respectively.

The SME Education Foundation continues to make a significant impact thanks to the commitment and generosity of corporate and community contributors, individual donors, and philanthropic organizations who share its goal of inspiring, preparing, and supporting the next generation of manufacturing and engineering talent. 2022 will see the Foundation's continued commitment to its mission of empowering young people to pursue careers in manufacturing and engineering.

REPORTING RELATIONSHIPS

The Director of Institutional Giving will report to the Vice President, Rob Luce.

FROM THE VICE PRESIDENT

Congratulations on being identified as a potential candidate for the position of Director of Institutional Giving with the SME Education Foundation. You undoubtedly have a proven track record of success in the development arena and I hope you enjoy exploring how your personal interests and professional accomplishments might align with SME to help advance the Foundation's mission to inspire, prepare, and support the next generation of manufacturing and engineering talent.

The Foundation's ability to execute on this mission is largely dependent on the effectiveness of its development efforts. As such, the position of Director of Institutional Giving is crucial to the success of the overall organization, and your perspective and leadership in this regard will be sought and respected, particularly as it relates to a new diversity, equity, and inclusion initiative that launched last year.

We have a new team in place—a newly constituted board of directors, a new strategic plan with refreshed and enhanced programming, and perhaps most importantly, the full support of SME, its executive team, and its board of directors. There has never been a more exciting time to join the Foundation.

Enjoy the recruitment process and thank you for your consideration.

—Rob Luce, Vice President

SME EDUCATION FOUNDATION'S COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

In 2020, the SME Education Foundation announced a renewed and focused commitment to a diversity, equity, and inclusion strategy that is designed to fully integrate diversity and equity opportunities in every program, effort, and initiative undertaken by the Foundation. The Foundation is one of many manufacturing and engineering organizations nationwide that are reexamining their diversity, equity, and inclusion programs and policies, intent on diversifying their operations from the ground up.

One of the crucial components of the Foundation's strategy is the creation of a new scholarship fund for underrepresented young people. The newly established, Irving P. McPhail Scholarship Fund—named for the late President of the 2020 SME Education Foundation—awards scholarships in science, technology, engineering, and mathematics (STEM) and manufacturing education to minority and/or female students. The Foundation's goal with these scholarships is to significantly expand postsecondary education opportunities to a broader community of students over the next five years. The McPhail fund augments the SME Education Foundation scholarship program, which has awarded more than \$8 million to nearly 3,500 students since 2005. [Learn more](#) about SME Education Foundation's diversity, equity, and inclusion initiative.

PRIMARY RESPONSIBILITIES

The Director of Institutional Giving will

- research, solicit, and secure gifts of \$25,000 or more from corporate, foundation, and individual prospects;
- identify and build relationships with internal and external partners to generate potential donor prospects, including, but not limited to, SME departments, SME and SME Foundation Board members, Fortune 500 companies, Historically Black Colleges and Universities (HBCU), and minority and/or gender focused trade associations and student organizations;
- develop and coordinate cultivation strategies for prospects;
- engage potential donors via face-to-face appointments, phone conversations, and/or social media communication;
- attend SME and/or third-party conferences and trade shows to promote the Foundation and its programs, and prospect for donors;
- track daily fundraising activities, conversations, account status, and results via Salesforce;
- assure proper planning and evaluation to meet quarterly and annual fundraising goals;
- ensure compliance with all relevant regulations and laws, maintain accountability standards to donors and ensuring compliance with code of ethical principles and standards of professional conduct for fundraising executives; and
- ensure compliance with the organization's own fund development and philanthropic principles, policies, and procedures.

LEADERSHIP

Rob Luce

Vice President, SME Education Foundation

Rob Luce was appointed Vice President of the SME Education Foundation in January of 2019. Luce is responsible for overall day-to-day leadership and strategic direction of the Foundation. Luce formerly served as Executive Director of the Detroit Region Aerotropolis Development Corporation. He has also been Director of MICHauto and Automotive Retention & Growth at the Detroit Regional Chamber. Prior to joining the Chamber, Luce was a legislative aide in the Michigan State Senate and served as fundraising director for a State Senate Campaign. Luce holds degrees from Eastern Michigan University and Adrian College, as well as certificates in public budget management and local government management. *SME Member Since 2019.*

PREFERRED COMPETENCIES AND QUALIFICATIONS

SME Education Foundation seeks a Director of Institutional Giving with

- a commitment to the mission of SME Education Foundation—to prepare manufacturing and engineering talent by partnering with industry to inform and provide modern equipment, tailored curriculum, and hands-on training to high schools across the country;
- knowledge of and experience in standard fundraising techniques including face-to-face solicitation, proposal writing, special events, telephone solicitation, direct mail as well as development office functions—including gift processing, prospect and donor histories, and fundraising reporting;
- success managing and implementing a comprehensive fund development program and achieving annual fundraising or sales targets;

- attention to detail and accuracy combined with an ability to manage a high volume of fundraising activities;
- strong ethical convictions and a highly professional demeanor;
- comfort and experience speaking with c-suite level executives.
- knowledge of Diversity, Equity, and Inclusion initiatives and best practices within corporate America; and
- experience in fundraising for post-secondary scholarship (preferred).

A bachelor's degree in communications, marketing, business, or a related discipline is required for this position as is at least five years of fundraising or sales experience. Candidates with corporate sales and business-to-business (B2B) experienced are encouraged to apply.

SALARY & BENEFITS

The salary range for this position is \$90,000 to \$100,000, plus bonus opportunity annually. As an employee of SME, the Director of Institutional Giving will receive competitive benefits, including PPO and HSA Medical, dental, vision, prescription drug, life, and telemedicine insurance; 403(b) retirement savings plan with employer match and contributions; company paid short- and long-term disability; flexible spending accounts; wellness reimbursement; generous paid time off; paid holidays; employee assistance program; flexible work hours; and summer hours.

LOCATION

SME Education Foundation is located in Southfield, Michigan in the Metro Detroit area. Metro Detroit staff are offered a hybrid schedule. Remote locations will be considered for this position outside the Metro Detroit area and outside Michigan.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to SME Education Foundation's mission as well as the responsibilities and qualifications presented in the prospectus.*** Review of applications will begin immediately and will continue until the successful candidate has been selected.

To apply for this position, visit:

[Director of Institutional Giving, SME Education Foundation.](#)

To nominate a candidate, please contact Felicia Garcia-Hartstein:

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

All inquiries will be held in confidence.