

ASPEN • LEADERSHIP • GROUP

DEVELOPMENT DIRECTOR, MAJOR GIFTS, COLLEGE OF ARTS & SCIENCES

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 a Development Director, Major Gifts, College of Arts & Sciences.

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 College of Arts & Science, 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 Development Director, Major Gifts.

The Development Director will join a diverse and high skilled growing team as the university enters into a billion dollar plus campaign and will work with the Assistant Dean for Development for the College of Arts & Sciences to develop and implement key fundraising strategies primarily for the sciences within the College, but may include social sciences, humanities, and the arts.

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.

Spanning a broad range of disciplines including sciences, arts, social sciences, and humanities, the College of Arts & Sciences is committed to the enduring values of interdisciplinary liberal arts education. Offering the benefits of a large research institution and the personal attention of a small liberal arts college, the college attracts the brightest students and faculty to create a world-class education and cutting-edge scholarship. As the University of Miami's largest academic unit, Arts & Sciences touches every UM undergraduate and half of its graduate students. It is dedicated to a dual academic mission focused on excellence in research and teaching, providing an immersive, personalized learning experience for students, and leading discoveries that benefit Miami and the world. Arts & Sciences faculty and students are creating new knowledge about the world's most pressing issues including brain function, international relations, health, energy, and technology, as well as artistic and cultural contributions spanning human history.

REPORTING RELATIONSHIPS

The Development Director, Major Gifts, College of Arts & Sciences will report to the Associate Dean, College of Arts & Sciences.

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 15th 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 Development Director, Major Gifts, College of Arts & Sciences 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;
- 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;
- under the oversight and guidance of the Assistant Dean for Development for the College of Arts & Sciences 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, senior leadership, Dean, Chairpersons, and appropriate faculty concerning their roles and involvement in the identification, cultivation, or solicitation of donor prospects;
- facilitate face-to-face interactions with appropriate donor's and prospects;
- maintain communications with colleagues in departments, schools and central development to ensure effective collaborations and synergy in achieving the university's key fundraising goals and objectives;
- develop and maintain in-depth knowledge of the assigned projects and key donors;

- document all contacts, communications, visits, and proposals in Raiser's Edge and other appropriate donor files;
- work with the Assistant Dean for Development for the College of Arts & Sciences and Arts & Sciences Development colleagues to assist in developing appropriate fundraising budgets and revenue projections for annual and campaign giving;
- where appropriate and required, manage support staff, freelance, temporary employees, and related volunteer organizations, as determined by senior management;
- provide professional fundraising services and support to other divisions, departments, and centers as required and directed; and
- assist in overseeing a small cadre of volunteers whose purpose is to help identify, cultivate, and solicit other prospective donors.

KEY COLLEAGUES



Donna A. Arbide

Interim Senior Vice President for Development and Alumni Relations

With a career of over 30 years at the University of Miami, Donna Arbide has overseen the strategic direction of the University of Miami's alumni relations, annual giving and parent programs, as well as the fundraising efforts of the school and college development programs. In June of 2017, she was appointed to serve as interim senior vice president to lead the Development and Alumni Relations division at the University.

Ms. Arbide works with the University's Board of Trustees and the academic deans in implementing the University's strategic plan and development efforts. During President Frenk's second year in office, the Alumni Relations office began the "We Are One U" tour for Dr. Frenk's introduction to national alumni in major cities. In addition, Ms. Arbide travels internationally to China, Europe, Latin America, and the Caribbean to visit alumni and parents.

Ms. Arbide has spearheaded numerous award-winning and innovative programs to establish a vibrant national and international network of alumni and parents. She was the lead visionary and fundraiser for the beautiful Robert and Judi Prokop Newman Alumni Center on the Coral Gables campus. As a national leader in alumni relations, she recently completed her term as a board member for the Council and Support of Education (CASE), where she was chair of the Commission on Alumni Relations.

Ms. Arbide earned a bachelor's degree in business administration from the University of Alabama in Huntsville, where she later became the associate director of Institutional Research and Planning, a position that launched her career in the field of Advancement. She began working at the University of Miami in 1986, and earned her master's degree at the School of Business Administration in 1995. She lives in Coral Gables with her husband and three children.

CANDIDATE QUALIFICATIONS AND QUALITIES

The successful candidate for the position of Development Director, Major Gifts, College of Arts & Sciences 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;
- knowledge of Access, Excel, and Microsoft Word.

A bachelor's degree is required for this position as is at least 5 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.

All inquiries will be held in confidence.

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