



SAINT
MARY'S
COLLEGE
NOTRE DAME, IN

Director of Development

POSITION GUIDE

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PREPARED BY

Campbell & Company

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Chicago, Boston, Cleveland, Los Angeles, Phoenix, Portland, San Francisco Bay Area, Washington, DC

SAINT MARY'S COLLEGE

Saint Mary's is a community of over 1,500 women, talented professors, dedicated staff, successful alumnae, and supportive families. United by desire, commitment, and excellence, focused on helping students learn, grow, succeed, achieve and become a woman who will transform the world, Saint Mary's is made of many faces, voices, and intellects. It's a place where women learn because they're talking, and professors are excellent teachers because they listen, where discourse drives students to act and lead, to move beyond campus to bigger things.

Founded in 1844 by the Sisters of the Holy Cross, Saint Mary's College is a nationally recognized Catholic institution that empowers women with a strong liberal arts education, leadership training and attention to issues of social responsibility. U.S. News & World Report ranks Saint Mary's one of the best liberal arts colleges for 2008.

Saint Mary's students are involved in the classroom and in the community, and they explore other countries. Professors are top scholars in their fields and centered on education. Small class sizes, averaging 16 students, ensure that students are known and heard. Saint Mary's empowers its students to reach within to achieve their potential – and to reach out to make a difference in the world.

Located in Notre Dame, Indiana, on the north side of South Bend and across the street from the University of Notre Dame, Saint Mary's is about 90 miles east of Chicago. Students participate in the rich traditions and opportunities at Notre Dame through a co-exchange program. The College offers over 30 major areas of study, from professional programs to classic liberal arts studies that provide multiple opportunities for intellectual growth.

For more information, visit www.saintmarys.edu.



THE POSITION

The Director of Development will work in partnership with the Assistant Vice President for Development to strategically lead the major gift, planned giving, corporate and foundation relations, and donor relations staff. The Director will be responsible for identifying potential major gift donors, developing strategies for engagement and solicitation, coordinating all major gift stewardship and supporting corporate and foundation solicitation. S/he will play an essential role in the upcoming \$80 million campaign for Saint Mary's College. The Director of Development will report to the Assistant Vice President for Development and work closely with others throughout the Division of College Relations.



RESPONSIBILITIES

- Lead and manage the development and implementation of an outwardly focused major gift, planned giving, donor relations and corporate and foundation relations operation.
- Plan, implement, manage and measure comprehensive plans for major gifts, planned giving, donor relations and corporate and foundation relations.
- Ensure an operation focused on prospects and donors and their engagement with the College.
- Coordinate and personally participate in major gift solicitations. Maintain a portfolio of prospects and develop and execute strategies for engagement and solicitation.
- Lead a staff of major gift, planned giving, donor relations and corporation and foundation professionals.
- Establish consistent and efficient procedures for goal setting, evaluation, supervision, training and recruitment of all staff.
- Develop and implement reports on the major gifts, planned giving and corporate and foundation relations activities.
- Support and guide the comprehensive campaign effort.
- Ensure the stewardship of high-end donors.
- Enlist the assistance of volunteers to identify, rate, cultivate and solicit donors for the campaign.



QUALIFICATIONS

- Affinity with the overall mission of Saint Mary's College.
- Extensive experience in securing major gifts, preferably in higher education, with the personality to relate comfortably with donors and prospective donors.
- Minimum of five years demonstrated experience in fundraising management preferably in higher education.
- Experience with planned giving.
- Exceptional interpersonal skills with the ability to build a team approach to fundraising.
- Strong written and verbal communication skills.
- Demonstrated skills of working within a complex environment at senior levels with strong capabilities in planning, organizing, and managing.
- Ability to accomplish results through others' efforts; mentoring and coaching skills.

- Ability to lead a diverse team of administrative and support staff and to manage complex operations.
- Strong work ethic, high energy, focused, and goal-oriented personality coupled with a high level of initiative and the ability to work independently.
- Campaign experience helpful.
- Bachelor's degree required; a Master's degree preferred.
- Willingness to travel as needed.

COMPENSATION

Compensation will be commensurate with experience and record of successful achievement.

APPLICATION

Inquiries, applications and nominations should be directed to:

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Saint Mary's College strives to hire employees committed to contributing to the continued excellence of the institution and is an equal opportunity employer committed to diversity.