



Northeastern University

Assistant Director, Major Gifts
University Library | Boston, MA

POSITION OVERVIEW

Northeastern University seeks an entrepreneurial, proactive, and engaging fundraising professional to serve as the Assistant Director, Major Gifts for the University's Snell Library, the physical heart and hub of Northeastern's Boston campus, and a critical virtual nexus point for the University's global network. The Assistant Director will help increase awareness of and support for the library's incredible collections and resources, as well as its rich array of programs, research, and interdisciplinary initiatives.

As the library's new individual major giving lead, the Assistant Director will join Northeastern University at an exciting moment in time: the start of a historic comprehensive campaign set to build upon the incredible momentum and energy of one of the world's most innovative institutions of higher learning.

Reporting to both the Executive Director of Family Philanthropy, Eva Rosenn, and the Vice Provost and Dean of the Library, Dan Cohen, the Assistant Director will execute on the library's strategic development plan to raise philanthropic support from prospective donors of major gift capacity, including parents, alumni, and friends, as well as expand existing donor partnerships. They will assist the Dean and program directors in identifying additional funding opportunities as well as building compelling cases for support. Operating as an integral member of both the library and Family Philanthropy teams, the Assistant Director will partner with colleagues across Advancement and within the schools, colleges and programs to help realize the university's

philanthropic priorities, fully contribute to and benefit from the achievements of the department and the university, and jointly execute fundraising strategies for the library.

The successful candidate will bring an understanding of development strategy and at least one year of frontline fundraising experience paired with the maturity and drive to step into a major gifts role. They will have demonstrated experience cultivating relationships with donors and prospects, and developing, implementing, and coordinating gift solicitation strategies. They will bring a strong, metrics-driven approach to their work, and an ability to work independently. Familiarity with an academic and/or research-driven environment is a plus, as is experience planning and executing curated events in support of donor cultivation.

RESPONSIBILITIES

- Manage a portfolio of targeted parents, alumni, and friend prospects to gain support through direct funding, gifts-in-kind, or other collaborative agreements; develop and execute cultivation, solicitation, and stewardship strategies that expand relationships for the library and interdisciplinary programs.
- Coordinate with the Dean and staff to identify the full range of funding opportunities at the library and champion fundraising in support of initiatives.
- Work with the central Corporate and Foundation Relations team to keep them apprised of opportunities within the library that may be suitable for institutional funding.
- Embrace opportunities for collaboration with development colleagues in schools, colleges, and programs across the university to identify and cultivate new individual donors and gain internal alignment for significant and interdisciplinary partnership opportunities.
- Collaborate with colleagues across the broader Advancement division to achieve department and university goals; capitalize and contribute to available resources, foster internal partnerships, and appropriately leverage university assets for donor cultivation.

IDEAL QUALIFICATIONS

- Four+ years of work experience including at least one year as a fundraiser in an annual, leadership or major giving program; high level of comfort and effectiveness engaging with parents, alumni, and friends.
- Demonstrated ability to think strategically about relationships with prospects, clearly articulate mission and core initiatives, and synthesize these concisely and persuasively to excite donors and prospects.
- Exceptional communication skills.
- Strong organizational skills, a customer-oriented focus, and a high degree of follow-up and responsiveness.
- The maturity, perspective, and credibility necessary to effectively engage and influence university administrators in the cultivation, solicitation and stewardship of key prospects and donors.
- The desire to work in an entrepreneurial environment; the creativity, energy, and political astuteness required to introduce and champion new ideas; an assertive but not aggressive approach.

- A deep appreciation for the achievements and aspirations of Northeastern University; the ability to effectively articulate the vision of the university and the library to a diverse audience of supporters.
- Honesty, integrity, enthusiasm, and perspective; a strong work ethic supported by commitment and follow-through.
- Ability to travel, including nights and weekends.
- Capacity to manage and effectively execute curated events is a plus.

ABOUT NORTHEASTERN UNIVERSITY'S LIBRARY

Snell Library supports the mission of the University by working in partnership with the Northeastern community to develop and disseminate new scholarship. The library fosters intellectual and professional growth, enriches the research, teaching, and learning environment, and promotes the effective use of knowledge by managing and delivering information resources and services to library users.

Funding priorities include constructing state of the art spaces; preserving the history of Boston's under-represented African American, Asian American, Latino, and GLBTQ communities; and expanding the library's collections, including digital resources in support of Northeastern University's worldwide network.

As of May 2022, the Snell Library building, named after **George Snell '41 and his wife Lorraine**, is undergoing a top-to-bottom renovation, allowing for welcoming and vibrant new spaces for studying and collaborating, with greatly improved areas for research, services, collections, and other resources.

Learn more at <https://library.northeastern.edu/>.

ABOUT NORTHEASTERN UNIVERSITY

Led by **President Joseph Aoun**, Northeastern University is a global, experiential, research university built on a tradition of engagement with the world, creating a distinctive approach to education and research. The university's global network of campuses includes the Boston flagship campus, which offers a comprehensive range of undergraduate and graduate programs leading to degrees through the doctorate in nine colleges and schools, as well as graduate campuses in Charlotte, San Francisco, Silicon Valley, Seattle, Toronto, Vancouver, London, and Portland, ME.

Northeastern recently announced a **merger with Mills College**, which brings Mills' distinctive mission focused on access, equity, social justice, and women's leadership into Northeastern's global network. In addition to Mills College at Northeastern University, the merger will establish the Mills Institute, dedicated to advancing women's leadership and to empowering BIPOC and first-generation students.

Classified as a top-tier research institution and listed at #49 according to the U.S. News & World Report 2022 Best National Universities Rankings and one of the top universities for international students, Northeastern has elevated itself to a powerhouse on par with the nation's elite research colleges and universities. These achievements build upon Northeastern's unprecedented momentum, which includes continued investments in research and faculty recruitment, record-high student applications, and momentous fundraising success.

The Office of University Advancement plays an integral role in furthering Northeastern's game-changing vision of transforming the University into diverse networks of learners and innovators, empowering members of its global community to succeed in an era of unprecedented technological and cultural change. Guided by Senior Vice President for University Advancement, Diane MacGillivray, the Office of University Advancement is a thriving fundraising environment with an engaged, dedicated, and generous donor universe that is ensuring a strong, sustainable future for Northeastern University.

The Northeastern community continues to thrive during unprecedented and challenging market conditions and has shown tremendous dexterity and resilience during the current pandemic. Quickly transitioning to remote learning and recognized in the media as a forerunner in safely welcoming back students for in-person learning through advanced planning and continuous testing, the institution continues to educate its students and advance the frontiers of knowledge through its research.

Strategic Plan: See the future in [Beyond 2025](#), which presents a unique vision of the future of education rooted in experience, emphasizing impact in the world through education and research, and promoting deeply held values at the heart of Northeastern's mission.

APPLICATION INFORMATION

Please submit your resume and cover letter to lib-admg@pearlstreetcollective.com. Adele Mezher and Maeve Clifford, Managing Partners at [Pearl Street Collective](#), a national women-owned search firm committed to serving as allies and uplifting all voices, are leading the search.

Northeastern University is an equal opportunity employer seeking to recruit and support a broadly diverse community of faculty and staff. Northeastern values and celebrates diversity in all its forms and strives to foster an inclusive culture built on respect that affirms inter-group relations and builds cohesion.

All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, religion, color, national origin, age, sex, sexual orientation, disability status, or any other characteristic protected by applicable law.

To learn more about Northeastern University's commitment and support of diversity and inclusion, please see www.northeastern.edu/diversity.