

IAS

INSTITUTE FOR ADVANCED STUDY

Director of Annual Giving Institute for Advanced Study

Princeton, NJ

<https://www.ias.edu/>

Send Nominations or Cover Letter and Resume to:

Terri Rutter

Search Director

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The Opportunity:

This is a time of transformational advancement at the Institute for Advanced Study (IAS). Under the visionary leadership of Director Robbert Dijkgraaf, a prize-winning Dutch mathematical physicist, the Institute is undertaking, with its faculty and board leadership, a strategic planning process that will yield new direction and programs for its second century. The results of the strategic plan not only will define the IAS as it reaches its centennial, they also will provide the framework for a new communications program and for a transformational fundraising campaign.

As one of the Chief Development Officer's direct reports, the Director of Annual Giving position is an opportunity for an experienced and dynamic professional to join a highly collaborative and





innovative group of colleagues in advancing the mission of one of the world’s premier research institutes. The Director will play a pivotal role in increasing the number of annual fund donors and the size of annual fund gifts while also managing a defined portfolio of annual giving leadership prospects.

The ideal candidate will have solid experience developing, managing, and coordinating annual giving programs, producing results-driven direct

mail collateral and solicitation letters, and have a demonstrated ability to create successful new initiatives to drive annual giving.

The Institute

The [Institute for Advanced Study](#) (IAS) is one of the world’s leading centers for curiosity-driven basic research. Situated on 589 acres in Princeton, New Jersey, the Institute is an academic village of some 350 people, roughly 250 of whom are scholars focused — for a year, a lifetime, or something in between — on the pursuit of new knowledge.

Since 1930, the IAS has served as a model for protecting and promoting independent inquiry, prompting the establishment of similar institutes around the world and underscoring the importance of academic freedom worldwide. Einstein came to the IAS in 1933 to pursue a unified field theory. T.S. Eliot came in 1948 to complete *The Cocktail Party*. Kurt Godel — also arriving in 1933 — worked on his Incompleteness Theorems. Albert O. Hirschman, on the faculty beginning in 1974, studied the intellectual underpinnings of economic policies and political democracy. In the same manner as these early scholars, current faculty and “Members,” the IAS term for visiting research fellows, are involved in intensive study, in creating new knowledge — in the pursuit of answers to the universe’s deepest and most profound questions. Like their predecessors, current Faculty and Members also are the best in the world in their fields, defining new intellectual frontiers.

Today IAS is comprised of:

- [The School of Historical Studies;](#)
- [The School of Mathematics;](#)
- [The School of Natural Sciences; and](#)
- [The School of Social Sciences.](#)

IAS's resources include the Historical Studies - Social Science Library, containing basic document collections, reference works and important secondary works of scholarship in most fields of history and the social sciences; the Mathematics - Natural Sciences Library with collections focused on research-level materials in pure and applied mathematics, astrophysics, particle and mathematical physics, and systems biology; and the Shelby White and Leon Levy Archives Center with collections including administrative records, faculty papers, and digital resources. IAS has a growing digital collection that includes digitized photographs, documents, and audiovisual materials, as well as born digital materials.

At the Institute for Advanced Study, everything is designed to encourage scholars to take their research to the next level.

Institute scholars have an exceptional record of achievement. Among them are 33 Nobel Laureates, 41 of the 56 Fields Medalists, and 16 of the 18 Abel Prize Laureates, as well as many MacArthur Fellows and Wolf Prize winners.

The Institute is truly an international institution; at times, more than half of the scholars come from outside the U.S. The IAS is led by Robbert H. Dijkgraaf, a renowned mathematical physicist who has served as a Member, Faculty Member, and is in his sixth year as Director.



Robbert Dijkgraaf
Director and Leon Levy Professor

Robbert Dijkgraaf, Director of the Institute for Advanced Study and Leon Levy Professor since July 2012, is a mathematical physicist who has made significant contributions to string theory and the advancement of science education. His research focuses on the interface between mathematics and particle physics. In addition to finding surprising and deep connections between matrix models, topological string theory, and supersymmetric quantum field theory, Dijkgraaf has developed precise formulas for the counting of bound states that explain the entropy of certain black holes. For his contributions to science, Dijkgraaf was awarded the Spinoza Prize, the highest scientific award in the Netherlands, in 2003. He was named a Knight of the Order of the Netherlands Lion in 2012 and is a member of the American Academy of Arts and Sciences and the American Philosophical Society.

Past President (2008–12) of the Royal Netherlands Academy of Arts and Sciences and Co-Chair (since 2009) of the InterAcademy Council, Dijkgraaf is a distinguished public policy adviser and passionate advocate for science and the arts. Many of his activities — which have included frequent appearances on television, a

monthly newspaper column in *NRC Handelsblad*, several books for general audiences, and the launch of the science education website Proefjes.nl — are at the interface between science and society.

To learn more, please click: [Robbert Dijkgraaf](#)

The Office of Development and Communications



The Office of Development and Communications at the IAS is much more than one's usual advancement office. Because of the small size and intimacy of the Institute, the Office of Development and Communications covers several areas simultaneously. The Chief Development Office is one of three leaders, along with the COO and Director, who constitute the senior-most administration. Communications handled in the Development and Communications Office are Institute-wide rather than restricted to development alone. And, the Office

includes an events group that handles not only development events, but all campus and off-campus events. This broad scope allows for a higher level of access and influence than is found in most advancement offices and at most universities.

The mission of the IAS Office of Development and Communications is: *To raise support, to raise profile, and to educate and inform.* There are 17 colleagues in development and communications.

Development

Unlike colleges and universities, the IAS charges no tuition or fees. As a result, 85% of the annual operating budget must come from endowment income and philanthropy (the remainder is from government grants [10%] and small revenue sources, such as dining services [5%]). Any new program requires fundraising and the IAS is highly dependent on its advancement office.

Happily and by design, the Institute for Advanced Study is a *given* place, enjoying a strong tradition of philanthropy. From the Bamberger-Fuld family's \$5M gift in 1930 to establish the IAS through the \$100M challenge grant launching the last campaign in 2011, the Institute has strong philanthropic traditions and enjoys a strong development program.

The last campaign closed two years ago and totaled \$212M. In addition to outstanding support provided by its exceptional Board of Trustees, in the campaign, the Institute received record-setting contributions from its former scholars, Faculty, Staff, the Friends of the Institute, and foundations. More than 1,600 supporters from 38 countries participated, with more than 800 new donors among them. The campaign renewed the Institute's financial foundation and further strengthened its impact as one of the world's beacons for curiosity-driven research.

The development office continues to exceed fundraising goals. In fiscal year 2017, the development team raised more than \$25M from Friends, alumni, Faculty and Staff.



Elizabeth Boluch Wood
Chief Development Officer and Associate Director

Elizabeth Boluch Wood was appointed Chief Development Officer and Associate Director in August of 2016. In this role, she serves as a senior administrator and oversees the offices of development, communications, and events. Before joining the IAS, Liz served Princeton University for nearly twenty years, beginning as an Associate Director of Leadership Gifts, and serving, during her final six years, as Vice President for Development. At Princeton, Liz led the \$1.9B *Aspire* campaign and closed the University's best fundraising year to date, in addition to serving as chair of the U.K. Foundation and as a University cabinet member and advisor to two presidents. Before Princeton, Liz held annual giving and major gifts positions in three university campaigns, raised money for an NCI designated cancer center, and headed a fundraising consulting business for eight years. She has spoken extensively at conferences for the Council for the Advancement and Support of Education (CASE) and chaired their "Top 50" Fundraising Committee. Liz serves on the board of the American Repertory Ballet and received an A.B. from Amherst College where she has chaired both the annual giving program and committee to nominate alumni trustees.

As the Institute's Chief Development Officer and Associate Director for Development and Communications, Wood leads a comprehensive program advancing the Institute's singular role as one of the world's leading institutions for basic research. Wood is developing and evolving the Institute's fundraising, working closely with the development staff, the Institute's Trustees, and Robbert Dijkgraaf, Director and Leon Levy Professor at the Institute.

Position Overview – Director of Annual Giving

Reporting to the Chief Development Officer, the Director of Annual Giving develops, implements, and evaluates core giving programs at the Institute. Responsibilities include oversight for a comprehensive Annual Giving Program with emphasis on securing increased unrestricted gifts from all constituencies, especially AMIAS and the Friends. All other duties as assigned by the Chief Development Officer.

General Duties and Responsibilities:

Develop, implement, and evaluate core giving programs at the Institute (70%)

- Develop, coordinate, and manage the IAS annual giving program, including establishing a timeline; creating/writing direct mail pieces, case statements, and solicitation letters; recruiting volunteers; overseeing acknowledgement letters, electronic appeals, pledge reminders, and annual fund updates;
- Create initiatives to expand the Institute’s annual donor base by creating annual giving circles or societies, segmenting solicitations, creating test and control groups to improve solicitation effectiveness, and otherwise accessing standard best practices of annual giving professionals;
- Use research and development analytics to plan approaches and evaluate results;
- Work closely with the Chief Development Officer and Leadership and Planned Giving Officer to strategize ways to increase the number of Annual Fund donors and the size of Annual Fund gifts;
- Partner with Communications staff to Oversee the development of annual fundraising and other brochures, printed and electronic materials;
- Produce an Annual Report of Donors and case statement in collaboration with communications group;
- Ensure that Annual Giving acknowledgments and thank-you notes are personalized as needed and sent on a timely basis to donors;
- Establish an Institute Giving Day around the May anniversary of the Institute’s founding with appropriate goals, promotions, and communications;
- Develop and provide oversight of segmented and strategic stewardship program to encourage repeated and increasing contributions from donors. This includes developing and managing annual giving program pages as well as online giving functionality on the Institute’s webpages;
- Maintain annual fund related data in Raiser’s Edge.

Portfolio management, cultivation, solicitation, and stewardship with donors, Friends, AMIAS, and other programs (30%)

- Manage Director of Friends Programs and goals;

- Working with the Chief Development Officer, create individualized donor strategies for Board Members;
- Liaise with the AMIAS Board of Trustees Development Committee, and lead solicitation of AMIAS Board members with a goal of 100% participation;
- Manage a defined portfolio of annual giving leadership prospects and develop strategies to cultivate, solicit and steward each prospect/donor;
- Plan and coordinate donor receptions and events;
- Serve as primary development staff member responsible for Institute Gala, coordinate with Events and Communications teams;
- Recruit volunteers.

All other duties as assigned by the Chief Development Officer

Skills and Abilities:

- Excellent organizational, written, verbal, analytical, and interpersonal skills, and the ability to manage deadlines and multiple projects simultaneously required.
- Ability to manage multiple tasks and projects with flexibility and detail orientation. Able to prioritize, work under pressure, and meet short deadlines.
- Management experience is required.
- Experience working with volunteers and corporate leaders is required.
- Significant evening and weekend work will be required
- Ability to maintain a high degree of confidentiality in all matters related to the Institute's Development programs and all matters requiring sensitivity and discretion.

Supervisory Responsibilities:

- Responsible for the direct supervision of:
 - Director of Friends Programs (PT)
 - Administrative Assistant

Education, Experience, and Knowledge:

- Bachelor's Degree required; graduate degree preferred
- Minimum of five years' experience in development, with solid annual giving and solicitation experience.
- Additional experience in other parts of fundraising and/or marketing is desirable but not required.

- Strong writing and project management experience
- Experience in an educational or research institution a plus.
- Strong interpersonal skills and ability to work productively as a team member required.

Location

Princeton, NJ:

A center for learning and culture throughout its history, Princeton has been home to world-renowned scholars, scientists, writers, and statesmen, including two United States Presidents, Woodrow Wilson and Grover Cleveland. Settled in the late 17th century, it was named Prince-Town in honor of Prince William of Orange and Nassau. In 1756, it became the home of the College of New Jersey — now Princeton University.

In 1930, the Institute for Advanced Study was founded in Princeton and became the first residential institute for scholars in the country, with Albert Einstein appointed as one of its first professors. The 20th and 21st centuries have seen an influx of scholars, research personnel, and corporations from all parts of the world.

For more information please visit:

<http://www.visitprinceton.org/>

<http://www.princeton.edu/main/visiting/region/>

Background Checks:

Prior to submitting your resume for this position, please read it over for accuracy. LLLS does verify academic credentials for its candidates, and our clients frequently conduct background checks prior to finalizing an offer.

To learn more, call
Terri Rutter, Search Director at
617-262-1102
or send nominations or cover letter and resume to
trutter@LLLSearches.com.
All inquiries will be held in confidence.



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