



AMERICAN UNIVERSITY
WASHINGTON, D.C.

Assistant Vice President of Development
American University
Washington, D.C.
<https://www.american.edu/>

Send Nominations or Cover Letter and Resume to:

Jill Lasman, Executive Vice President

jlaskan@LindauerGlobal.com

or

Donna Russell, Senior Consultant

drussell@LindauerGlobal.com

617-262-1102

The Opportunity:

American University (AU) seeks an entrepreneurial, solutions-oriented development leader to serve as its next Assistant Vice President of Development (AVP). This is a tremendous opportunity to play an instrumental role in building and advancing the University's fundraising program and be a key leader during its most ambitious campaign.

Reporting to the Vice President for Development and Alumni Relations and serving as a critical member of the senior leadership team, the AVP will provide strategic oversight and management to the fundraising activities and teams in the central schools and colleges, athletics, and campus initiatives. S/He will play a central role in major and principal gifts as well as in strategy development for the President, Vice President, and others, and hold a personal portfolio.



An energetic visionary undaunted by complexity, the AVP will bring professional expertise and best practices to the organization. The successful candidate will be intellectually curious, sophisticated, highly collaborative, and comfortable with ambiguity and change. S/He must have demonstrated experience

closing major and principal gifts, working with senior leadership, and successfully engaging various groups and constituencies. The ability to inspire a culture of philanthropy and collaboration across the University to successfully build and grow its fundraising program to its greatest potential is fundamental.

Overview

American University (AU) creates meaningful change in the world. With its location in the nation's capital, academic vibrancy, philosophical grounding, and dedication to engagement and service, American University provides the intellectual and ethical leadership to prepare the next generation of global leaders. Its leading educational program shapes emerging world views, forges new scholarly paths, and prepares its students to lead and serve in multiple capacities. The Methodist-affiliated University's highly ranked [schools and colleges](#) and internationally recognized faculty offer a balance between class time and career-advancing experience in Washington, D.C., and beyond. Its students, among the country's most politically active, distinguish themselves for their service, leadership, and ability to rethink global and domestic challenges and opportunities.



AU's academically rigorous curriculum challenges students to combine serious theoretical study with meaningful real-world learning experiences. The University is home to eight prestigious schools and colleges, over [170 programs](#), and more than 14,000 students. It is classified as an [R2 Institution](#) and ranked "Doctoral: Higher Research Activity" by the Carnegie Classification of Institutions of Higher Education. AU is constructing a new [Hall of Science](#), scheduled to open in June 2020, to house research, policy, and scientific communications professionals together for greater scientific collaboration and innovation.



The University's [student body](#) is cosmopolitan and globally diverse, with all 50 states, the District of Columbia, and 124 countries represented. About 1,800 students at AU are international. The University's mission is carried out by 915 full-time faculty and approximately 1,700 full-time staff, with the vast majority of full-time faculty holding the highest degree in their field. Among its more than 600 adjunct faculty are policy makers, diplomats, journalists, artists, writers, scientists, and business leaders.

To learn more about AU, please visit [AU's Website](#).

Change Makers for a Changing World: A Five-Year Strategic Plan

The Path to AU2023:



American University's five-year plan will address the issues facing its community and higher education, while building on its legacy of leadership, scholarship, and service, and boldly embracing opportunities for greater impact.

Issues it will address include producing graduates whose education, experience, and commitment prepare them to lead change and navigate the future of work; enhancing opportunities for learning, deepening understanding, and elevating the discovery of knowledge to benefit its community and keep it connected with the world; cultivating partnerships that create additional opportunities for dynamic learning and cutting-edge

research; and leading in the development of transformative approaches for inclusivity.

The plan is organized into three strategic themes — scholarship, learning, and community — with key imperatives to guide its focused efforts.

To learn more, please visit [AU's Strategic Plan](#)



The Role

The Assistant Vice President of Development is a member of the Vice President of Development and Alumni Relations' senior management team. S/He supervises the major gift and fundraising activities in the central schools and colleges, athletics, and campus initiatives and plays a central role in major and principal gifts, as well as in strategy development for the President, Vice President, and others, in addition to handling a personal portfolio. Working in close coordination with the Deans, Vice President, Provost, and President as needed, the Assistant Vice President of Development ensures that planned and major fundraising efforts address the goals and needs of the academic unit and the overall division. S/He leads the annual fundraising planning process in close coordination with the Provost and personally plays a key role in principal gifts work, with primary focus on cultivation, solicitation, and stewardship of gifts of \$1 million or more. Additionally, the Assistant Vice President of Development supports the Vice President of Development and Alumni Relations in his/her principal gift activities, works with the Board of Trustees, and interacts with the President.

This position reports to the Vice President of Development and Alumni Relations and supervises the directors of the areas that s/he oversees, including but not limited to the following chief development officers: College of Arts & Sciences, School of Communication, Kogod School of Business, School of International Service, School of Public Affairs, School of Education, Athletics, and Campus Initiatives.

Key Responsibilities:

- Supervise the chief development officers in AU's central schools and colleges, athletics, and campus initiatives, helping them establish and achieve aggressive financial and visit goals annually and over the course of a comprehensive campaign; assist and support Washington College of Law's (WCL) Associate Dean of Development and Alumni Relations in WCL's effort to meet its annual and campaign goals.
- Monitor expenditures and continually revise forecasts for year- and campaign-end progress throughout the year.
- Lead in the development of professional development plans for his/her direct and indirect reports.
- Monitor all major expenditures and personnel actions in the units that s/he supervises.
- Maintain a portfolio of 50 to 75 major and principal gift prospects.
- As a member of the Vice President's senior team, assist in broader divisional and campaign planning, administration, and management.
- Support the Vice President's work with volunteer leaders, including the Development and Alumni Affairs Committee of the Board and Trustees and the Campaign Committee.
- Other duties as assigned by the Vice President of Development and Alumni Relations in support of division priorities.
- At the discretion of the Vice President of Development and Alumni Relations, the Assistant Vice President of Development has budget authority and responsibility over the departments/units within the division of Development that s/he oversees.

Required Qualifications:

- Bachelor's degree from an accredited educational institution, with a Master's degree preferred;
- Ten or more years of progressively responsible development experience, with at least three years experience in higher education, preferably at an institution with a donor or alumni base comparable to AU;
- Recognized high-level expertise and accomplishment in major gifts fundraising with substantial demonstrated success in closing gifts of \$100,000 or more;
- Technical understanding of, and experience working with, planned giving instruments and marketing of planned giving programs;
- Demonstrated experience building successful, productive relationships with top university administrators, deans, and trustees;
- Demonstrated experience staffing high-end advisory boards and committees;
- Extensive supervisory experience of professional staff;

- Excellent written, verbal, and interpersonal communication skills, as well as analytical, research, and management skills;
- Familiarity with fundraising systems and strong command of MS Office Suite of products;
- Maturity, ability to handle multiple tasks simultaneously in a deadline-oriented environment; and
- Willingness and ability to travel and work on evenings and weekends to attend events or meet seasonal deadlines.

Development/Advancement Overview

Growth in cash and commitments has been upward and steady over the past 10 years despite a major recession and the seven-year absence of a comprehensive campaign. In spring 2017, The University launched the quiet phase of its most ambitious multi-million-dollar campaign, which is set to launch publicly in fall 2020. The campaign has spurred dramatic growth in fundraising over the past few years increasing AU's run rate from \$33 million to the mid-\$50 million range. To date, [\\$190 million](#) has been raised in campaign gift commitments. About 57% of individual gifts total \$1 million or more, a dramatic shift from just over 20% four years ago, and need-based financial aid awards have increased by \$25.4 million.



The University has more than 130,000 living alumni around the world, and approximately 3,000 alumni, parents, faculty, staff, and friends volunteer for various campus events. AU [engages with its community](#) through young alumni and affinity chapters, interest groups, events, and various student-alumni networking programs each year.

Leadership



Sylvia M. Burwell
President

On June 1, 2017, [Sylvia M. Burwell](#) joined American University as its 15th president and is the first woman to serve in that role. A visionary leader with experience in the public and private sectors, President Burwell brings to American University a commitment to education and research, the ability to manage large and complex organizations, and experience helping to advance solutions to some of the world's most pressing challenges.

President Burwell served as the 22nd Secretary of the United States Department of Health and Human Services (HHS) from 2014 to 2017. During her tenure, the Department shepherded the implementation of the Affordable Care Act, among other advances in creating the building blocks of healthy and productive lives for every American. Previously, she was the Director of the Office of Management and Budget (OMB), where she worked with Congress to negotiate a two-year budget deal following the 2013 government

shutdown. Her other government experience includes Deputy Director of the Office of Management and Budget, Deputy Chief of Staff to the President, Chief of Staff to the Secretary of the Treasury, and Special Assistant to the Director of the National Economic Council.

President Burwell served 11 years at the Bill and Melinda Gates Foundation, including roles as the Chief Operating Officer and President of the Global Development Program, where she led the creation of strategies and built the teams to implement this new program made possible by a donation from Warren Buffet. After the Gates Foundation, she was the President of the Walmart Foundation, where she led efforts to fight hunger in America, empower women around the world, and leverage Walmart's presence in local communities to reach millions of people. During her tenure, the Foundation surpassed \$1 billion in total giving.

She earned a Bachelor's degree in Government from Harvard University and a B.A. in Philosophy, Policy, and Economics from the University of Oxford as a Rhodes Scholar.



Courtney Surls

Vice President for Development and Alumni Relations

[Courtney Surls](#), Vice President for Development and Alumni Relations, arrived at American University in September 2015 to lead the University's efforts to support strategic priorities, attract new sources of funding, and deepen lifelong relationships between AU and its more than 120,000 alumni. Prior to joining the American University community, she was responsible for providing strategic vision, leadership, and direction for all fundraising, membership, and stewardship activities for the Newseum in downtown Washington, D.C.

Before moving to Washington, Surls played a leadership role in the advancement efforts of the University of Southern California, where she was integral in developing the fundraising programs and infrastructure to support the \$6 billion capital campaign launched by USC in 2011. Surls joined USC in 2004 and served as senior associate dean for external relations at the USC Marshall School of Business, where she led a 25-person staff of advancement professionals in major gift, annual fund, corporate relations, alumni affairs, and campaign service units.

Previously, Surls was director of development for Loyola Marymount University's College of Business Administration in Los Angeles the development director for St. Bernard High School in Playa del Rey, California. She holds a Bachelor's degree in music from Iowa State University and a Master's degree in educational administration from Loyola Marymount University.

Background Checks:

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

To learn more, call 617-262-1102 or
send nominations or cover letter and resume to
Jill Lasman, Executive Vice President
jlasman@LindauerGlobal.com
or
Donna Russell, Senior Consultant
drussell@LindauerGlobal.com.
All inquiries will be held in confidence.



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420 Boylston Street, Suite 604, Boston, MA 02116
www.LindauerGlobal.com