**ASU FOUNDATION FOR A NEW AMERICAN UNIVERSITY**

**JOB DESCRIPTION**

**Date: July 2022** **Job Title: Executive Director of Engagement**

**Department: Thunderbird**  **Reports to: Chief Global Advancement Officer**

**FLSA: Exempt**

**GENERAL SUMMARY:**

The Executive Director of Engagement, Thunderbird, is a seasoned development professional with a global mindset and a proven track record of soliciting, securing and stewarding major and lead gifts. The Executive Director will work with the Dean and Director General of Thunderbird, the Chief Global Advancement Officer and colleagues to lead and execute a comprehensive development strategy and work to successfully close the current Campaign for the Thunderbird School of Global Management. While the Executive Director’s portfolio will focus around major/lead gift prospects, they will be involved in the full range of philanthropic funding sources, from high-net-worth individuals and trusts to corporations and foundations, as well as estate and planned giving work and annual fund/donor acquisition programs. The Executive Director will have a general familiarity with this work across the Thunderbird team and will lead Thunderbird’s global development efforts. The Executive Director of Engagement will be fully conversant in all aspects of the School’s programs and strategic objectives and will represent the School at a high level with donors, alumni, and other key stakeholders, as well as with university and foundation leadership. The Executive Director reports to the Chief Global Advancement Officer of the ASU Foundation with a ‘dotted line’ reporting relationship to Thunderbird’s Director General & Dean.

**ESSENTIAL FUNCTIONS:**

* Manage a portfolio of high-net-worth individuals, working with the Director General & Dean and School leadership, the Chief Global Advancement Officer and colleagues on the Engagement team, faculty and staff throughout the School, and volunteers, to cultivate, solicit, secure and steward major and lead gifts
* Coordinate the work of Thunderbird’s development team, including working with leadership across the team on strategic planning and execution and serving as a senior counsel, ensuring development efforts align with institutional priorities and working to guide and nurture the growing development team
* Steward relationships with a wide range of potential global donors to Thunderbird
* Travel internationally and domestically with the Dean and colleagues to further Thunderbird’s strategic development goals
* Develop and contribute to the production of written proposals, concept notes, gift agreements, program budgets and other materials needed to secure support for strategic priority programs
* Direct and coordinate events and materials used to support development and engagement activities, including campaign supporting activities as well as smaller events with the Dean to engage high level prospects
* Work with the team to develop impactful print, web-based, and social media engagement
* Engage with the Strategy and Campaign team of the Thunderbird Global Alumni Network Advisory Board, as well as the entire advisory board, to further Thunderbird’s overall engagement and development goals
* Work closely with colleagues across ASU Foundation, representing Thunderbird and its development efforts with senior ASUF leadership
* Collaborate with colleagues across ASU to develop novel funding strategies and cross-disciplinary approaches for donor support
* Coordinate special projects as assigned

**SKILLS & ABILITIES:**

* Ability to represent the institution as a senior ambassador for Thunderbird, its mission and vision, and as a global citizen who has lived a ‘Thunderbird’ experience, professionally and personally
* Track record in securing major philanthropic investments
* Experience in leading teams and working collaboratively with colleagues to support a common mission
* Experience, ability, and desire to work in a global environment
* Problem solver who can take initiative and set priorities while being flexible
* Ability to maintain a high degree of confidentiality and responsibility regarding information related to Thunderbird’s relationships, donor base, and finances and the Foundation and University’s business
* Strong and collegial interpersonal skills and an ability to communicate effectively
* Demonstrated knowledge of principles and techniques of development/fundraising, preferably in higher education
* Team-oriented strategist able to effectively manage complex situations involving numerous and sometimes competing constituencies
* An advocate’s belief in the vision of ASU as the New American University and Thunderbird as the global home for leadership and management education for the fourth industrial revolution and beyond
* Attention to detail and thoroughness in completing assigned duties
* Adept at navigating complex environments with evolving priorities and communication plans
* Ability to participate in activities that foster support for ASU development efforts
* Fluency or familiarity with languages other than English
* Ability to travel (including international travel) and interact with donors approximately 50% of the time
* Ability to work hours necessary to complete tasks, including nights and weekends as necessary
* Flexible, collaborative style, combined with the ability and desire to work in a results-oriented, dynamic environment with complex and evolving relationships and priorities
* Able to work both independently and as part of a team to ensure that fundraising priorities and opportunities are integrated within the institution’s overall activities
* Highly organized and attentive to detail with the ability to meet deadlines and complete progress reports on assigned goals and solicitation results
* Experience working with a variety of computer applications, including Word, Excel, Outlook, PowerPoint, and Salesforce, as well as WhatsApp, WeChat, LinkedIn, and similar communication platforms.
* Experience in developing promotional materials for fundraising purposes and overseeing financial accounts are preferred

**EDUCATION/QUALIFICATIONS:**

Bachelor’s degree in a relevant field, Advanced degree preferred, AND at least ten years of fundraising experience including five years' supervisory experience; OR, any equivalent combination of education and experience from which comparable knowledge, skills and abilities have been achieved. International experience is required.

**MENTAL DEMANDS:**

Clarity of focus while juggling complex projects or deadlines. Ability to meet demanding work schedule expectations.

**WORKING CONDITIONS:**

This position is located in Phoenix, AZ, USA. Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse; required to stand for varying lengths of time and walk moderate distances to perform work. Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds. Regular activities require ability to quickly change priorities, which may include and/or are subject to resolution of conflicts. Working hours will include some evenings, weekends, and holidays. May be required to perform tasks in the field within and/or across university campuses. Ability to clearly communicate verbally, read, write, see and hear to perform essential functions. This position will require frequent travel both domestic and international. This position will require some early mornings and late evenings to accommodate meetings and events in various time zones.

ASUEP follows federal guidance which requires employees of federal contractors to be fully vaccinated ​for COVID-19, except in limited circumstances in which an employee is legally entitled to an accommodation for medical or religious reasons.

**WORKING EQUIPMENT:**

This position will require a laptop, telephone, a mobile communication device ($30 bi-weekly payroll reimbursement), corporate card, university club membership and business cards.

**EEO STATEMENT**

ASU Enterprise Partners and its subsidiaries is an equal opportunity employer that is firmly committed to promoting justice, equity, diversity and inclusion within our organization and throughout our sphere of influence. Because we embrace a spirit of innovation and achievement, we will endeavor to maximize the talent and potential of all employees, directors, and volunteers through bold and strategic action aimed at building success and a sense of belonging. All employees are expected to act in good faith to support these actions and to not impede the efforts of others to build a just, equitable, diverse and inclusive organization.

**Approval Signatures**

Department Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_