



Northeastern University

Position: Assistant Director, Leadership Giving

Location: Boston, MA

In-office position with work-from-home flexibility

Benefits: Competitive salary and benefits including tuition assistance

Links:

[Office of University Advancement](#)

[Comprehensive Benefits](#)

[Tuition Assistance](#)

Purpose Statement

Northeastern University seeks a highly entrepreneurial, energetic Assistant Director, Leadership Giving to join its Advancement team at the dawn of the University's largest and most ambitious fundraising campaign, Experience Powered by Northeastern. An exceptional opportunity for the individual who is looking to build or launch their career as a fundraiser, the Assistant Director, Leadership Giving will carry a portfolio and play a critical role in helping to ensure the continued long term philanthropic success of this world-renowned institution.

Position Overview

Reporting directly to Executive Director of Development Owen Devine, the Assistant Director, Leadership Giving (ADLG) will join the newly formed Leadership Giving team, whose primary focus is to cultivate donors who show considerable promise for evolving to higher giving capacity over time. The ADLG will build and manage a portfolio of mid-level alumni, parents, and friends, with a focus on raising gifts at the leadership giving level (\$10,000 to \$100,000). The ADLG will work in close collaboration with University Advancement, college and unit staff to identify, cultivate and solicit those donors. They will also acquire and articulate an understanding of Northeastern University and its various colleges and units to be able to have informed and educated conversations with donors/prospects. By working collaboratively across the university, the ADLG will play an active role in the success of the leadership giving program in terms of both development activity and philanthropic giving to all colleges, units, and programs.

The ideal candidate will be a natural relationship builder with one to three (1-3) years of development experience who takes a solutions-focused approach to their work and believes there are no dead-ends, only other roads to pursue. As an Assistant Director, Leadership Giving, they will embody what it means to be donor-centric, motivated by the desire to help people create meaningful impact through philanthropy. They will be a natural leader with the presence, interpersonal skills, and energy to build relationships at all levels in service to Northeastern University. They will be a true team player who has collaborative instincts, an inclination to integrate efforts, and the tolerance for ambiguity and uncertainty in a complex, interdisciplinary environment.

Responsibilities

- Build and manage a portfolio of 100-120 donors/prospects at the leadership level who exhibit considerable promise for evolving to major gift level capacity over time.
- Identify, qualify, cultivate, solicit, and steward individuals to strategically enhance giving potential and likelihood.
- Work across University Advancement and the greater university to build relationships that will enhance active solicitations of leadership giving donor/prospects and help move these prospects to higher giving levels.
- Execute an effective portfolio stewardship plan.
- Meet and exceed established metrics and benchmarks.
- Utilize Advancement's data management system, Salesforce, to log activity, create call and progress reports, and maintain data integrity of leadership giving donors and prospects.
- Acquire and articulate an understanding of Northeastern University's various colleges and units to be able to have informed and educated conversations with donors and prospects.

Qualifications

- 1-3 years of professional experience in a development environment or exposure to a fundraising operation.
- Readiness to step into a gift solicitation role, which includes a level of comfort with making an "ask."
- Strong written and verbal communication skills, and the interpersonal skills necessary for building relationships with various university constituents, both internal and external.
- Ability to manage multiple priority projects at once with ease and efficiency.

- Excellent attention to detail; strong organizational skills.
- Highly collaborative in approach.
- Ability to take direction.
- Flexibility to adapt as the Leadership Giving program evolves.
- Proficiency in Salesforce, or a similar relationship management solution desired, as well as Microsoft Outlook, Word, PowerPoint, and Excel.
- Ability to travel, including nights and weekends.
- Bachelor's degree or equivalent work experience.

About Northeastern University

Northeastern University, a global, experiential, research university built on a tradition of engagement with the world and creating a distinctive approach to education and research, is forming the world's first true global university system. Under the leadership of President Joseph Aoun, Northeastern has redefined the global university by expanding its hallmark co-op program and other experiential learning opportunities to 128+ countries and creating new educational and research partnerships that align with the increasingly global nature of higher education.

Classified as a top-tier research institution and listed at #44 according to the U.S. News & World Report 2022-2023 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 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, and global network campuses in Arlington, Burlington, Charlotte, London, Miami, Nahant, Oakland, Portland (Maine), Seattle, Silicon Valley, Toronto, and Vancouver.

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 extraordinary technological and cultural change. Maintaining a staff of approximately 200, the Office of University Advancement is a thriving environment with an engaged, dedicated, and generous donor universe assuring a sustainable future for Northeastern.

In October 2022, Northeastern launched its major fundraising campaign, [Experience Powered by Northeastern](#), as excitement builds for the next stage of the university's evolution as a global, experiential research institution. With emphasis on empowering a global network of students, parents, faculty and alumni changemakers, Experience Powered by Northeastern will support the vision set out in the academic plan, [Experience Unleashed](#). The Campaign's six fundraising priorities (Student Opportunities, Faculty Excellence,



Research, Diversity Across Communities, Entrepreneurship, Global Exploration) are designed to continue building on the university's strengths while launching it into the future.

Application Information

To express interest in this position, please submit your resume to nu@pearlstreetcollective.com.

Pearl Street Collective, the search firm with purpose, has been exclusively retained for this engagement. Pearl Street is a national, women-owned executive search firm that believes that when you care enough to connect people with their purpose, organizations will thrive. As partners and allies, we lead each search process with the values of diversity, equity, inclusion, and belonging. For three consecutive years, Women of Color in Fundraising & Philanthropy (WOC) has named Pearl Street one of the Top Search Firms for Women of Color. [Follow Pearl Street](#).

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.

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