



SOUTHWESTERN LAW SCHOOL

Los Angeles, California ▪ www.swlaw.edu

DIRECTOR OF PHILANTHROPY SOUTHWESTERN LAW SCHOOL

Los Angeles, California

THE SEARCH

Southwestern Law School seeks an entrepreneurial and ambitious Director of Philanthropy. The Director's primary activities will be externally focused on securing private philanthropic support; identifying, cultivating, soliciting, and stewarding philanthropic funding from constituents including, but not limited to, alumni, friends, employees, foundations, and corporations; and promoting the School's educational mission in the broader community. The Director's effectiveness will be evaluated on achieving financial goals and meeting established metrics. This individual reports directly to the Vice President of Institutional Advancement. The Director is expected to be a highly collaborative colleague within the School and with other development officers across the campus.

Key Responsibilities:

- Identifies, cultivates, and solicits philanthropic prospects and donors, focusing on major gifts at the \$50,000 level and above.
- Builds and manages a portfolio of approximately 100 major gift donors and prospects; develops cultivation, solicitation, and stewardship strategies for each in line with Southwestern and the donor's passion; and prepares and maintains a major gift solicitation plan.
- Prepares and presents proposals to prospects and donors to secure philanthropic funding.
- Meets and works with prospects, donors, employees, and volunteers to secure philanthropic funding.
- Assists faculty in recognizing and prioritizing philanthropic funding needs.
- Writes or assists in drafting proposals, grants, letters, newsletters, brochures, pamphlets, and other materials as necessary. Prepares strategy documents, proposals, gift agreements, briefing materials, and other materials, as needed.
- Assists with publicizing important major gifts.
- Tracks and updates major gift solicitations and progress on Southwestern's tracking platform.

- Inputs contact reports regularly and participates in moves management and prospect management systems.
- Meets or exceeds fundraising metrics and goals, as assigned.
- Assists with planning and/or directing donor and prospect cultivation and stewardship events or programs. Provides leadership on specific fundraising events or programs, as needed.
- Other duties, as assigned.

Knowledge, Skills, and Abilities:

- Two to three years of progressively responsible fundraising experience, preferably in higher education, and a proven record of successful cultivation and solicitation of major gifts.
- Demonstrated working knowledge of all areas of fundraising, including identification, cultivation, solicitation, and stewardship, with a particular emphasis on major gift acquisition.
- Ability to set goals strategically and a proven record of achieving these goals.
- Familiarity with fundraising analytics.
- Proven success in fundraising proposal writing, including grammar, spelling, and punctuation.
- Knowledge of office procedures and records management as it pertains to prospect management.
- High level of judgment, discretion, integrity, and confidentiality.
- Accuracy and meticulous attention to detail.
- Excellent critical thinking and listening skills; excellent written and verbal communication skills.
- Demonstrated ability to work in a fast-paced environment, meet concurrent deadlines, organize time and priorities, and do so in collaboration with diverse stakeholders.
- Ability to apply creative problem-solving skills to develop solutions within established policies and guidelines.
- Proficiency with Microsoft Office applications, including, but not limited to, Word, Excel, Outlook, and PowerPoint, and constituent relationship management systems.
- Ability to work independently, to be flexible, and to work as a positive team member.
- Strong interpersonal and communication skills and the ability to work effectively and diplomatically with a wide range of constituencies in a diverse community.
- Willing and available to work evenings and weekends according to event-related scheduling.
- Bachelor's degree required.

Compensation

The salary pay range is \$120,000–\$140,000. In addition to the salary range listed herein, Southwestern offers a wealth of benefits to make working at the law school even more rewarding. These benefits include medical insurance, sick and vacation time, floating holidays, 403B retirement plan, tuition exchange and remission plans, on-campus parking at no cost, and hybrid work modality with a telecommuting component. Salary offers are determined based on final candidate qualifications and experience; the budget for the position; and in support of fair, equitable, and consistent pay practices at the law school.

To Apply

Rachel Ellenport is leading this search with Emily Godamanna and Megan Gorman. For more information, to submit a nomination, or to apply for this role, please visit:

<https://www.imsearch.com/open-searches/southwestern-law-school/director-philanthropy>

Southwestern Law School prohibits discrimination and harassment on the basis of race (including hairstyle and hair texture), ethnicity, color, religion, creed, ancestry, national origin, sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, parental status, marital status, age (40 and over), disability (mental and physical), medical condition, citizenship status, military service, veteran status, genetic information, or any other classification protected by law in matters of admissions, employment, housing, or services, or in the educational programs or activities Southwestern operates.

ADDENDUM

BACKGROUND

Southwestern Law School has a history of public-service, innovative teachers, brilliant scholars, and trailblazing alumni. The vibrant mid-city campus provides the ideal setting for the study of law, fostering an emphasis on community, diversity, and public service. Founded more than 110 years ago, Southwestern has developed a reputation for graduating lawyers who are well-rounded, entrepreneurial, and prepared to succeed.

Southwestern students have a strong sense of community. They come from virtually every state and more than a dozen countries and represent over 100 undergraduate institutions. The 2022 entering class represented 62% women, 52% historically under-represented, and 46% first-generation students. The average age is 26, with a range from 19 to 55. In 2022, Southwestern was listed as a Best Law School for Asians, Best Law School for Hispanics, and Most Diverse Law School. The Student Bar Association sponsors award-winning student welfare and community outreach programs and oversees over 40 student organizations, including legal fraternities, minority, cultural, political, and religious groups, and societies focused on specific areas of law.

Southwestern has created a welcoming student-centered oasis within the vibrant city center of Los Angeles and includes one of the city's most historic architectural landmarks—the iconic Bullocks Wilshire building. This art-deco masterpiece is at the heart of the campus, which sits in the middle of the Los Angeles “public service corridor.” Students at Southwestern devote well over 26,000 hours each year to pro bono service in the community.

Southwestern's more than 14,000 alumni have included prominent public officials—from members of Congress to mayors and over 160 judges—as well as founders of major law firms and general counsels of multinational corporations. The law school has strong ties to the legal, business, and civic sectors, and its Biederman Entertainment and Media Law Institute is closely linked to the entertainment industry in Hollywood and internationally. While the majority of Southwestern graduates choose to practice in California, alumni can be found in virtually every state, two territories, and 38 countries. Southwestern alumni have served as members of the U.S. Senate and House of Representatives, members of the California State Senate and Assembly and Speaker of the Assembly, California Secretary of State, California State Treasurer, and Los Angeles County District Attorney. Among Southwestern's many trailblazing alumni is the longest-serving justice in the California Supreme Court's history, Los Angeles's first African-American mayor, the first Chinese-American district court judge in the continental United States, the first female African-American appellate court justice in the nation, the first Latina trial judge in the United States, and the first Native-American judge in California.

Southwestern is the only law school to offer five J.D. programs that differ in both scheduling and instructional approach. Southwestern is a leader in curricular innovation and expertise, particularly in the areas of entertainment and media law, international law, criminal law, and trial advocacy/litigation. The required curriculum is enriched by approximately 154 electives, over 385 externship placements, 8 clinics, 7 concentrations, and 2 practica. Upper-division enhancements include myriad professional skills courses, a January intersession, capstone courses, and special mini-term courses taught by international legal experts.

Southwestern established three- and four-year J.D./M.B.A. degree programs with the Drucker Graduate School of Management of Claremont Graduate University. Southwestern also offers a B.A./J.D. 3+3 program in partnership with California State University, Northridge, and L.L.M. programs in individualized law studies and entertainment and media law.

Southwestern was the first law school to establish a center for entertainment and media law. The internationally recognized Biederman Entertainment and Media Law Institute helps prepare students for the practice of law in creative industries such as film, television, and music.

LEADERSHIP

Darby Dickerson **President; Dean; Professor of Law**

Darby Dickerson joined Southwestern as its 12th dean and second female dean in July 2021. Dickerson has extensive experience in leadership, teaching, scholarship, community service, and philanthropy. As one of the longest-serving deans in the United States, Dickerson has served as the inaugural dean at the University of Illinois Chicago School of Law, as dean/CEO of The John Marshall Law School (which she helped to merge into the University of Illinois Chicago), as dean and the W. Frank Newton Professor of Law at Texas Tech University School of Law, and as interim dean then dean and vice president of Stetson University College of Law.

A nationally known leader in legal education, Dickerson is active in the Association of American Law Schools. In addition to serving as president in 2020, she is currently the AALS representative to the ABA House of Delegates and Chair of the AALS Fellows. She served two terms on the Executive Committee, one term on the Membership Review Committee, and has chaired various committees, including Nominations, and Audit & Investment. She also has served as Chair of several AALS sections, including the Section for the Law School Dean and the Section on Institutional Advancement. She chaired the AALS Deans Forum Steering Committee during 2019 and also helped found and moderate the AALS “Faculty Focus” series.

Dickerson is an elected member of the American Law Institute, a Sustaining Life Fellow of the Texas Bar Foundation, a past president and current board member of Scribes—The American Society of Legal Writers, and a former director of the Association of Legal Writing Directors. She is active in the American Inns of Court, having been part of five Inns. She has also been active in bar activities at the local, state, and national levels.

Dickerson received her B.A. and M.A. from The College of William & Mary, and her J.D. from Vanderbilt University Law School. Following law school, she clerked for the U.S. Court of Appeals for the Sixth Circuit and then practiced commercial litigation with the firm now known as Locke Lord in Dallas, Texas.

Jeff Poltorak
Vice President for Institutional Advancement

Jeff Poltorak is Southwestern University's Vice President for Institutional Advancement. Prior to joining Southwestern in May 2021, Poltorak served as the Senior Associate Vice President for University Advancement at California State University (CSU), Dominguez Hills. During his ten years at CSU, Dominguez Hills, Poltorak also served as Associate Vice President for Development and Interim Vice President for University Advancement. Previously, Poltorak was Director of Development at the University of California, Los Angeles, College of Letters and Science and a Regional Director of Major Gifts.