



**SEARCH FOR THE
DIRECTOR, PRINCIPAL GIFTS
POMONA COLLEGE**
Claremont, CA

The director of principal gifts, a key leader for Pomona College advancement, will build and set the direction for the principal gifts team and be responsible for generating new revenue for Pomona College. The position reports to the vice president for advancement, serves as a member of advancement's leadership team, and serves as a senior fundraiser for the college.

The director of principal gifts will grow and mobilize a team to provide philanthropic support for the college's top priorities and campaign initiatives through a donor-centric model of sustained fundraising. The position requires management experience of frontline development officers and the ability to hire and retain excellent staff, facilitate a healthy team-environment, supervise and inspire employees toward excellence, and lead by example.

As a front-line fundraiser, the director of principal gifts plays a leadership role in shaping Pomona's engagement of donors and prospects with the capacity for seven- and eight-figure gifts. This individual will be expected to personally raise principal gifts in support of the college's fundraising priorities and will carry a portfolio of donors with a capacity of over \$1 million across multiple regions, including international.

The director will also provide vision and leadership of a comprehensive and well-integrated principal gifts fundraising program as part of Pomona's overall fundraising efforts as well as in preparation for the most aspirational, comprehensive campaign in the history of the college, resulting in a sustainable level of giving beyond the campaign. The position requires judgment and the ability to independently plan and accomplish goals. The successful candidate will be an inspiring leader and an effective advocate for the value of the liberal arts with all constituents.

ESSENTIAL FUNCTIONS: Reporting directly to the vice president for advancement, the director of principal gifts must work independently and collaboratively to perform the following essential duties and responsibilities:

1. Leading by example, the director will maintain a portfolio of principal gift prospects and demonstrate frontline success by personally raising gifts in support of the college's fundraising priorities, focusing on donors with a capacity of \$1M+.
2. Personally identify, qualify, cultivate, solicit, and steward a select portfolio of high-level donors and prospects with added focus on pipeline development to meet increasingly aggressive annual fundraising goals. Identification of prospects includes prospects for planned gifts and prospective board members. Plan and execute 12+ substantive meetings with prospects each month. Achieve personal annual fundraising goals.
3. Supervise a principal gifts team that has plans to grow to three staff members, including one principal gift officer and one proposal writer, to achieve the annual and campaign fundraising goals for the college. Develop a comprehensive fundraising plan and set aspirational goals for direct reports.
4. Serve as the primary project manager for the principal gifts program, working in close partnership with the president, dean, AVP for development, and the director of development, assistant secretary to the Board, and other senior leaders to identify prospects as well as implement and sustain successful strategies throughout the donor cultivation cycle.
5. Facilitate regular donor strategy meetings, and guide collaboration with colleagues across Pomona to explore ways to enhance fundraising efforts at the college including formulating creative cultivation plans, successful solicitation strategies, and effective stewardship efforts to maximize the lifetime engagement and support of the college's mission. Build and maintain strong personal and professional relationships with the entire Pomona College community, including alumni, faculty, staff, and volunteers.
6. Implement performance metrics to encourage the highest level of performance. In coordination with the AVP and Office of Research Relationship Management and Analytics, actively oversee officer portfolio activity and track outreach metrics.
7. Oversee the department operating budget, prepare budget requests, and monitor expenditures throughout the fiscal year.
8. Maintain a leadership style that is open and fluid and capable of inspiring, empowering, and motivating staff.

QUALIFICATIONS:

Education: Bachelor's degree in communications, marketing, journalism, business administration, or a liberal arts field is preferred.

Experience: The ideal candidate has a minimum of ten years of experience as a seasoned fundraising professional. Management experience, in a medium to large development operation with a diverse

portfolio of prospects, is preferred. Experience in an academic setting is strongly preferred, as is working in a campaign environment.

REQUIRED KNOWLEDGE AND CRITICAL SKILLS: This individual must possess the knowledge, skills, and ability to successfully perform the essential functions of the job or must be able to demonstrate how the essential functions will be performed through knowledge, skills, and abilities not listed below.

1. Experience working in comprehensive and large-scale capital campaigns in a higher education setting.
2. A proven track record of success in personally qualifying, cultivating, soliciting, and stewarding seven-, eight-, and possibly nine-figure gifts from individuals.
3. A high level of comfort and effectiveness working with high-net-worth individuals, domestically and internationally.
4. Ability to set objectives and performance standards, provide constructive feedback, and achieve established program goals.
5. Ability to work effectively in a complex institutional setting and develop and sustain productive and effective relationships with donors, faculty, colleagues, and senior leaders.
6. A commitment to the highest standards of professionalism and ethics.
7. Ability to manage all activities and highly confidential information with patience, discretion, good judgment, courtesy, and tact while working with people from a wide variety of backgrounds.
8. Demonstrable exceptional organizational and time management skills necessary to complete work with accuracy and a keen attention to detail.

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

<https://www.imsearch.com/open-searches/pomona-college/director-principal-gifts>

Pomona College prides itself in being an open, competitive, and equal opportunity employer.