Vice Dean, Development and Alumni Relations

Penn Law is one of the nation’s oldest and most distinguished law schools. We offer a distinctive cross-disciplinary legal education, drawing on the depth and breadth of the University of Pennsylvania. The resulting intellectual opportunities and professional relationships bridge traditional boundaries and disciplines, making Penn Law an extraordinary supportive academic community for its scholars and students alike.

Reporting jointly to the Dean of Penn Law and the Assistant Vice President for the School and Center Program, the Vice Dean for Development and Alumni Relations is responsible for the overall supervision and execution of fundraising and associated alumni and public relations activities on behalf of the Law School.

The Vice Dean will be responsible for conceptualizing, planning and executing a coordinated fundraising program, including principal gifts, planned giving, major gifts and annual giving programs within the framework of the School’s top priorities. In addition, s/he will oversee a robust alumni relations program that includes work with multiple alumni and affinity groups globally, executes Alumni Weekend activities and other major alumni and stewardship special events. The Vice Dean will relate closely to the Dean, promoting active involvement in the fundraising process, and organizing the use of his or her time and energies as well as that of other school and university leaders to secure maximum results and enhance the School’s quest for gift support. The Vice Dean will also bear major responsibility for the direct solicitation of large and mid-sized gifts.

Penn Law is currently in the early public phase of a $100 million fundraising campaign being executed as part of the University of Pennsylvania’s overarching comprehensive campaign. The campaign is currently slated for completion in 2021. The Vice Dean will be responsible for leading the ongoing planning and execution of this campaign and integrating Penn Law initiatives into the University’s overall campaign planning and programs.

As a part of the Dean's core planning team, the Vice Dean will play an integral role in programmatic, financial, and physical planning at Penn Law and will help to provide leadership for incubating and fostering major strategic initiatives that promise to further the School’s mission and momentum. The Vice Dean will also work closely with this administrative leadership group in setting priorities and devising related development and alumni relations strategies for achieving crucial school objectives.

The Vice Dean also works closely with the team, the Dean and others in mobilizing volunteer leadership to advance the School’s mission and quest for external visibility and support, specifically providing primary oversight of its primary advisory body – a 25- to 30-member Board of Overseers comprised of the school’s leading volunteers and donors. The Vice Dean will work closely with the Dean and the Chair of the Board of Overseers to
manage recruiting, retaining and rotating Board members and otherwise fully engaging the
board in the culture, work and community of the school with an eye to maximizing their
involvement and support.

The Vice Dean works in close partnership with the University’s central development
organization, drawing on its support services, and integrating Penn Law’s initiatives within
the University’s overall strategic and fundraising design. The Vice Dean serves as an
important bridge between School and University Development activities.

Penn Law’s Vice Dean for Development and Alumni Relations oversees a staff of 20, with
direct supervisory responsibility for several high-performing managers (a Director of
Alumni Relations, a Director of Operations, and a Director of Philanthropy) and an
administrative assistant.

**Specific Responsibilities:**

1. Provide strategic leadership and oversight of the development and alumni relations
   activities of the School.

2. Develop metrics and strategies for advancing and achieving the University and school’s
   key goals and priorities; engage the Dean, faculty, staff and volunteers as appropriate in
   executing these strategies.

3. With the Dean, establish and execute a plan to engage and expand Penn Law’s Board of
   Overseers, its leadership volunteer organization. This includes working closely with the
   Chair of the Board as well as various subcommittees and their leadership to plan and
   promote the board’s activities.

4. Analyze potential funding sources and evaluate their potential to support the long- and
   short-range goals of the School; develop and implement strategies to secure funding from
   such sources.

5. Cultivate, steward and solicit major and principal gifts for Penn Law with a primary focus
   on the School’s highest-level prospects, consistent with the strategic priorities of the
   School.

6. Continue to prioritize and maximize prospect pool penetration and design and execute
   strategies for expanding the School’s prospect pool over time.

7. Establish effective stewardship procedures for sustaining donor interest and cultivating
   new gift opportunities.

8. Oversee the development and promotion of key engagement strategies pointed at alumni
   and other primary stakeholder groups.

9. Lead and direct Office of Development and Alumni Relations staff to achieve optimum
   results by:
• Communicating and monitoring financial and key performance indicators and results to staff members.
• With relevant managers, establishing priorities and goals for all staff.
• Overseeing the management of staffing needs and the identification of areas for organizational development updates or changes.
• Guiding the talent identification and professional development needs, processes and outcomes within the entire unit in line with the University’s diversity and inclusion priorities.
• Setting clear performance expectations and holding direct-reporting staff accountable for outcomes through frequent feedback and coaching.
• Ensuring open communications among team members, engaging in team building efforts and holding regular staff meetings that embrace and support the group’s diversity.
• Inspiring and motivating staff to achieve optimum results.
• Connecting office staff with the Penn Law community in order to promote relationships among the various constituencies within the school.
• 10. Serve as a member of the Dean’s senior administrative leadership team and participate in key School-wide initiatives where Development and Alumni Relations is a meaningful partner.

**Qualifications:**

Master’s degree required. At least 7-10 years of successful leadership experience, including fundraising, in higher education or the non-profit arena. A proven record of success in securing six and seven figure gifts along with increasingly responsible fund-raising duties, preferably at a major research university comparable to Penn, is preferred. A basic appreciation of the legal profession and its essential relationship to the educational integrity and quality of the whole University is preferred as is knowledge and appreciation of the University of Pennsylvania and/or comparable research universities in terms of mission and financing. Excellent leadership and management skills and the ability to establish objectives, set performance standards, and organize and motivate a development support staff to achieve fundraising goals. An understanding of communications principles and the use of promotional tools and techniques (publications, special events, etc.) to build allegiance and support among key constituencies. A thorough appreciation of the need for academic planning and its essential relationship to the effective application of basic fundraising principles. An accompanying ability to think and work strategically across the landscape of an academic institution and effectively serve as a member of an academic leadership team. Creativity and an inquiring mind. These are best represented in the ability to analyze funding sources and relate their potential to the academic goals of Penn Law, as well as the ability to organize practical strategies for realizing gift opportunities. Ability to engage, recruit, train and move alumni, volunteers and donors to a desired action. High motivation and capacity for hard work within the context of an intensely goal-oriented environment.

Strong written and oral communications skills. Strong facility with development-related databases and a commitment to supporting and sustaining the data-driven elements of fund raising and alumni relations management. A deeply held commitment to collegiality and collaborative work within a unit and across multiple units and constituencies as part of a complex institution. An accompanying ability to function independently, yet relate comfortably to a centralized framework for fundraising, particularly in and contributing to
a total team effort. Valid driver’s license is required. Position will also require work during evening hours; on weekends and overnight travel.

To apply: [https://jobs.hr.upenn.edu/postings/42182](https://jobs.hr.upenn.edu/postings/42182)

The University of Pennsylvania and its Law School are equal opportunity employers.