Assistant Dean of Development
Antonin Scalia Law School
George Mason University
Arlington, Virginia
https://law.gmu.edu/

THE INSTITUTION
George Mason University’s Antonin Scalia Law School is the law school of Northern Virginia and is strategically located in Arlington, VA, just two miles from downtown Washington, D.C. Antonin Scalia Law School is a Top 50 law school, and a jewel in the university’s crown. A relatively young law school, Scalia Law is a unique phenomenon, accented by a steadfast commitment to a no-nonsense, interdisciplinary curriculum anchored by economic analysis. The school occupies a unique place in legal education, with seven interdisciplinary centers including internationally known programs in Law and Economics and Antitrust; a globally impactful publishing faculty; and relationships with key national policymakers who employ many law graduates in the Capital. The school has more than 7,000 living alumni, many of whom are first-generation lawyers.

The Antonin Scalia Law School tag line is “Learn. Challenge. Lead.” All Scalia Law students receive an outstanding legal education (Learn) from a dedicated and distinguished faculty, all are taught to critically evaluate prevailing orthodoxy and pursue new ideas (Challenge), and, ultimately, are well prepared to distinguish themselves (Lead) in their chosen fields. In our effort to help our students learn, challenge and lead, we focus on ensuring that:

1. Scalia Law is in an exceptional location for student opportunities.
2. Scalia Law is an exceptional community for students, alumni, faculty, and staff.
3. Scalia Law provides exceptional career support services; and,
4. Scalia Law is home to an exceptional market-oriented faculty, which places us at the center of foundational debates about liberty, private property rights, constitutionally limited government, and the economic analysis of law.

The Office of Advancement and Alumni Relations provides stewardship and cultivation of alumni, donors, and external constituents.

For additional information, please visit their website at https://law.gmu.edu/.

George Mason University is an equal opportunity/affirmative action employer, committed to promoting inclusion and equity in its community. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, disability, or protected veteran status.
THE POSITION

Reporting dually to the Dean of the Antonin Scalia Law School and the Deputy Vice President for Advancement and Alumni Relations, the Assistant Dean of Development for the Antonin Scalia Law School serves as the chief fundraising officer for the School and is responsible for all activities related to identification, cultivation, solicitation, and stewardship of annual, major, principal and planned gifts from alumni, friends, and institutions. The position collaborates closely with the central University Advancement team, which provides resources and strategic counsel, and uniform metrics to help drive results within the schools and across the University. The Assistant Dean provides counsel to the Dean of the School and faculty on advancement matters, sets the philanthropic strategy annually, and helps to organize and set the School’s philanthropic priorities in order to maximize external support.

High-level Responsibilities

- Developing fundraising priorities and strategies and ensuring these activities are an intrinsic part of the annual and long-term strategic planning and goal setting for the school.
- Managing the identification, cultivation, solicitation, and stewardship of donors and prospects with the potential to make gifts to the priorities of the Scalia Law School while seeking to build a culture of philanthropy within the school itself.

Specific Responsibilities

- Develops and implements the advancement and alumni engagement portion of the new Dean roll-out plan.
- Collaborates with Dean and Deputy Vice President to create and successfully execute a comprehensive and sustainable fundraising and alumni engagement program that appropriately leverages resources from the central advancement team and the school.
- Creates a culture of philanthropy within the school and drives an advancement agenda with the school’s faculty, staff, volunteers, and alumni.
- Builds and develops a team focused on philanthropy and alumni engagement specific to the law community.
- Oversees the school’s portfolio of donors and potential donors to maximize unit revenue from philanthropic giving.
- Solicits gifts and prepares the dean, members of advisory boards, department chairs, center directors, and other members of the school and/or university to make solicitations.
- Plans and implements school efforts to raise funds from individuals, corporations, and foundations; coordinating the efforts of those who can assist in fundraising; tracking contacts and solicitations; drafting proposals, and pledge agreements for potential donors; and proposing and coordinating appropriate cultivation and stewardship activities.
- Leads and manages the business operations of the advancement department within the school, including budgeting, program direction, and hiring, supervision, mentoring, and evaluation of assigned staff.
- Travels as necessary for donor outreach, cultivation, and stewardship.
- Serves on the school’s executive leadership team and participates fully in its strategic budgeting and planning processes as well as routine problem solving and management processes.
Performance Expectations

- Works closely with the Dean to create a multi-faceted, comprehensive, and sustainable fundraising plan for the school to meet its most pressing needs.
- Carries a portfolio of 30 to 50 prospects that are being moved through the donor engagement process culminating in major, leadership, or principal gifts (as defined by George Mason’s Advancement team).
- Actively engages with each prospect in her/his portfolio each year in addition to making contacts outside of the portfolio to help further relationships; actively to refresh portfolio.
- Conducts an average of 10 visits (or meaningful interactions) per month or a total of 100-120 visits per year.
- Submits 2-3 asks per month for a total of 24-36 per year once the pipeline is established.
- Works collaboratively with offices across campus to coordinate related activities that further the university and school mission and achieve fundraising goals.
- Builds, leads and mentors a team of fundraising professionals within the school; assist in helping develop fundraising talent across the Advancement and Alumni Relations division.
- Manages advancement operations within the school, including budgeting, program direction and recruitment of new staff as needed.
- Finds new and creative ways to engage donors that will enrich the donor experience and add value to the academic life of the School and University.
- Works with staff to engage all alumni to advance the percentage of active involvement and increase alumni donations.
- Routinely meets or exceeds fundraising goals.

THE CANDIDATE

The Assistant Dean of Development for Antonin Scalia Law School must have an understanding of and passion for the goals and mission of Antonin Scalia Law School and a commitment to the value of a legal education. The ideal candidate is an experienced fundraising strategist and relationship builder with a history of innovation in fundraising and donor development to support the future of the School. The ability to effectively articulate specific fundraising goals, build and manage a team to achieve those goals will be essential to the success of the incoming Assistant Dean. The successful candidate must have a track record of experiences that include knowledge of strategies and best practices proven effective in donor engagement and fundraising efforts, coupled with proven success implementing a goal-oriented, metric-based program utilizing data to determine goals and evaluate success. The new Assistant Dean will be a visionary, collaborative leader and outstanding communicator who clarifies goals, builds teams and cultivates trust while at the same time demanding accountability.

Qualifications

- A demonstrated commitment to the mission of George Mason University and the Antonin Scalia Law School.
- Significant experience in major/principal gifts fundraising, seven (7) to ten (10) years, preferably in higher education.
- Strong understanding of the legal and public policy environment and community as well as the law school donor community is preferred.
- Strong leadership and management skills, both strategic and tactical, and a demonstrated ability to build and mentor an effective team, while effectively engaging and staffing volunteers.
- Broad exposure to all facets of development, including data management and analysis, annual giving, major gifts, planned giving, corporate and foundation relations, and capital campaign planning and implementation.
- Experience designing and executing donor identification, cultivation, solicitation, and stewardship strategies.
- Possess a demonstrated record of closing major/principal gift solicitations.
- A creative approach to involve and solicit major/principal donor prospects and possesses the ability to motivate donors and educate faculty in advancement best practices.
• Experience with departmental infrastructure, systematic, database-driven analytics, donor targeting, solicitation and recognition.
• Possess superior communication skills to express, orally and in writing, George Mason University, Antonin Scalia Law School’s mission, vision, and goals with clarity, passion, and persuasion.
• Evidence of understanding, and the ability to articulate, the accomplishments and goals of a complex organization along with sound judgment skills necessary for interacting with alumni, donor prospects, trustees, faculty, and staff.
• Must be detail-oriented, entrepreneurial, goal-oriented, collegial, and collaborative.
• Confidence to reach out and speak to potential donors in person or by telephone.
• Experience managing multiple projects simultaneously and meeting continuous deadlines.
• Demonstrated ability to perform duties with a high level of professionalism, enthusiasm, flexibility, discretion, judgment, diplomacy, and tact.
• Proficiency with Microsoft Office suite and experience with documenting appropriate information in a donor management database system.
• Bachelor’s degree required; J.D. or relevant master’s degree is preferred.
• Willing and able to travel; must have a valid driver’s license; ability to travel independently and ability to work a flexible schedule including evenings and weekends.

For inquiries, nominations and applications please contact:
Cathy McGeever, Managing Partner
610-924-9100 • cfmcgeever@lambertassoc.com

Leaders in Executive Search for Nonprofit Organizations
Lambert & Associates
222 S Manoa Road, Suite 201 • Havertown, PA  19083 • 610-924-9100
www.lambertassoc.com