



Senior Associate Director, Leadership Gifts
Princeton University
Princeton, NJ
www.princeton.edu

Send Nominations or Cover Letter and Resume to:
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The Opportunity:

Princeton University is among the world's foremost educational institutions. The fourth-oldest college in the United States, it is an independent, coeducational, nondenominational University that provides undergraduate and graduate instruction in the humanities, social sciences, natural sciences, and engineering.

The Princeton University Office of Development secures philanthropic support for the University's highest priorities by engaging and stewarding Princeton's alumni, parents, and friends. The

University relies on strong partnerships with its volunteers and campus partners. The Princeton strategy emphasizes the long view, honoring the relationships nurtured by those who came before them and empowering those who come after to successfully build on its efforts. Princeton University seeks a



sophisticated, strategic fundraising professional to join the team as Senior Associate Director, Leadership Gifts (Senior Associate Director).

Overview

Founded in 1746 and located in Princeton, NJ, within easy reach of New York and Philadelphia, its faculty and students have touched all facets of American life and, today, exert their influence around the globe. Although much has changed since Princeton's global beginnings, the University has maintained a steadfast commitment to the pursuit of knowledge in the service of the nation and humanity, to paraphrase its unofficial motto.



Princeton unites the rigor of a great research university with the intimacy of a liberal arts college, giving undergraduates an opportunity to work with Nobel laureates and other distinguished scholars in an environment that privileges independent research, exceptional teaching, low faculty-student ratios, civic engagement and inclusivity. Since the 1960s, when the University became coeducational, Princeton's campus has grown increasingly diverse, with American minorities now constituting 43.6% of its undergraduate population. A groundbreaking financial aid program has opened Princeton's doors to countless students who could not otherwise afford to attend a world-class university.



Although Princeton has the state-of-the-art facilities and international talent of a global institution; it offers its 5,251 undergraduates, 2,781 graduate students and 1,252 faculty a cohesive community with a common sense of purpose — to expand the frontiers of knowledge, to celebrate the human spirit, to nurture the leaders of tomorrow and to make the world a better place for all. This mission also finds expression in the lives of Princeton's alumni, arguably the most loyal and generous of any American university. Their level of service and

generosity to their University is legendary, exemplified by the extraordinary number of hours they give annually in service to the University and the extremely high participation rates of the Annual Giving program.

Princeton University Strategic Framework:

This is a time of visionary shift that's taking place against a backdrop of other groundbreaking endeavors set forth by University leadership. In 2016, Princeton's Board of Trustees adopted a strategic framework designed to guide future institutional decision-making. Grounded in the conviction that "Princeton's distinctive model and mission are today more vibrant, valuable and relevant than ever," this document articulates the University's mission and governing principles: "Princeton University advances learning through scholarship, research and teaching of unsurpassed quality, with an emphasis on undergraduate and doctoral education that is distinctive among the world's great universities, and with a pervasive commitment to serve the nation and the world."

The plan identifies key goals and major priorities for the University and articulates standards and questions that will be used over the coming years to guide decisions about new programs and capital investments.

View the Princeton University Strategic Framework 2016 [here](#).

Princeton University Rankings:

Princeton seeks to achieve the highest levels of distinction in the discovery and transmission of knowledge and understanding. At the same time, Princeton is distinctive among research universities in its commitment to undergraduate teaching.

From 2001 to 2018, Princeton University was ranked either first or second among national universities by *U.S. News & World Report*, holding the top spot for 15 of those 18 years. Princeton was ranked first in the 2017 and again in the most recent 2018 *U.S. News* rankings for "best undergraduate teaching." In the 2018 *Times Higher Education* assessment of the world's greatest universities, Princeton was ranked 7th.

In the "America's Top Colleges" rankings by *Forbes* in 2017, Princeton University was ranked fourth among all national colleges and universities, after holding the number one position for a number of years. In the 2018 *U.S. News & World Report* "Graduate School Rankings," all thirteen of Princeton's doctoral programs evaluated were ranked in their respective top 20, 7 of them in the top 5, and 4 of them in the top spot (Economics, History, Mathematics, Sociology). *The Princeton Review* also ranked Princeton University 2nd among its list of Top 50 Colleges That Pay You Back.

See details on all of Princeton's current rankings [here](#).

University Advancement Overview

Princeton's decision to move to an advancement model in the fall of 2016 signaled innovative change and conveyed the message that the future of Princeton depends deeply on the relationship between Alumni Affairs and Development. The newly created Office of University Advancement oversees offices with staffs that total more than 200 individuals. As Princeton enters into early planning stages for its next major campaign, University leadership is committed to growing the Offices of Alumni Affairs and Development, adding additional staff and resources, in anticipation of their next endeavors.

University Advancement's Mission:

University Advancement's mission is to inform, involve and inspire Princeton's global community of alumni, parents and friends in the life of the University, in order to marshal their talents and generosity in furtherance of the University's commitment to teaching and research of unsurpassed quality and service to the world and to humanity.

We strive to be the most effective alumni engagement and fundraising enterprise in the world. In doing so, we approach our work and work with each other based on the following guiding principles:

- ❖ *High Performance – Discipline, hard work, integrity, accountability for clearly-defined goals and objectives and commitment to excellence and success*
- ❖ *Innovation – Continuous improvement and industry best practices, while respecting institutional values and culture*
- ❖ *Civility – Respectful and thoughtful relationships with co-workers, campus partners, donors and volunteers*
- ❖ *Collaboration – Teamwork, direct and open communication and alignment with organizational priorities and decisions*

Alumni Association of Princeton University:

Founded in 1826, the Alumni Association of Nassau Hall was organized "to promote the interests of the College and the friendly intercourse of its graduates." With first president of the Alumni Association (and fourth president of the United States) James Madison, Class of 1771, at its helm, the Alumni Association immediately began to engage Princetonians in organized alumni activity. Approximately 190 years later, the Alumni Association of Princeton University, with more than 92,000 undergraduate and graduate alumni members, continues to thrive.

The Executive Committee of the Alumni Council, acting on behalf of the Alumni Council when it is not in session, is responsible for the governance of the broader Alumni Association of Princeton University.

<http://alumni.princeton.edu/volunteer/committees/>

Development Office Mission:

The mission of the Princeton University Office of Development is to maximize philanthropic support for the University's top priorities.

A strong partnership between Development and volunteers is the Development Office's fundamental organizing principle. At Princeton, members of the Development team believe that no single individual raises a gift, and members of the team rely not only on volunteers, but also on faculty, administrators, students, and colleagues to engage and steward donors. In all decisions made, Princeton takes the long view, honoring the relationships built by those who came before and enabling those who come after to successfully steward the results of the team's efforts.

The Development Office staff approach their work, and their work with each other, guided by the Office's guiding principles of high performance, innovation, collaboration, and civility.



Office of Alumni Affairs:

Located in historic Maclean House — home to Princeton's first 10 presidents — the Office of Alumni Affairs supports the work of thousands of Princeton alumni volunteers. These volunteers create and maintain the many programs that connect Princeton alumni to the University and to each other — from alumni education to career networking, from Reunions to regional associations and from online communities to on-campus events. <http://alumni.princeton.edu/index.xml>

Those activities and events include, but are not limited to:

- **Alumni Day:** Alumni Day, held in February, provides a glimpse of campus life when the University is in session. Featuring lectures by alumni award winners and Princeton's top faculty, the annual Service of Remembrance, family programming, workshops and campus tours, Alumni Day provides an

opportunity for alumni to connect back to the University, to one another and to current students.

<http://alumni.princeton.edu/goinback/alumniday/>

- **Reunions:** Reunions weekend attracts over 26,000 alumni, family and friends for walks, talks, community service projects, Alumni-Faculty Forums, picnics, parties, concerts, dancing, meeting old friends, making new ones and marching in the legendary P-rade!
<http://alumni.princeton.edu/goinback/reunions/>
- **Affinity Conferences:** Previous affinity conferences have included *Coming Back* (2006, 2009, 2014), celebrating African American alumni; *She Roars* (2011), celebrating women at Princeton; *Many Minds, Many Stripes* for graduate alumni (2013); *Every Voice* for celebrating lesbian, gay, bisexual, transgender and ally alumni (2013); *We Flourish*, celebrating Asian and Asian American Alumni (2015); *L'Chaim! To Life*, celebrating 100 years of Jewish life at Princeton (2016); and *Adelante Tigres!*, celebrating Latino Alumni (2017). The office is currently preparing for the second *She Roars* conference in October 2018.
- **Graduate Alumni Relations:** Graduate alumni, who represent 30% of Princeton's alumni body, have degrees in a wide variety of disciplines. They are spread across the United States and throughout the world, with over 17% based internationally. Graduate alumni are welcome and active participants in all Alumni Association programs and also organize graduate-focused initiatives through the volunteer-driven Association of Princeton Graduate Alumni (APGA). The Office of Alumni Affairs provides support for the APGA, as well as additional programming geared toward providing opportunities for graduate alumni to reconnect with Princeton, their departments of study, fellow graduate alumni and current graduate students. <http://alumni.princeton.edu/communities/graduate/>
- **Regional Affairs:** There are more than 160 Princeton regional associations around the world, connecting all Princetonians within a certain geographic boundary to each other and the University. These associations organize activities ranging from social gatherings to alumni interviewing to programs featuring talks by Princeton faculty. <http://alumni.princeton.edu/communities/regions/>
- **Affiliated Groups:** Princeton alumni can maintain their ties to the University by affiliation. Like the Regional Associations, these groups organize programs including social activities, networking and community service. Current affiliated groups include the Asian American Alumni Association of Princeton (A4P), the Association of Black Princeton Alumni (ABPA), the Association of Latino Princeton Alumni (ALPA) and Princeton Bisexual, Transgender, Gay and Lesbian Alumni (BTGALA).
<http://alumni.princeton.edu/communities/affiliatedgroups/>
- **Princeton Prize in Race Relations:** <https://pprize.princeton.edu/>
- **Alumni Education and Travel:** <http://alumni.princeton.edu/learntravel/>
- **Princeton Schools Committee:** Princeton Schools Committee (PSC) supports and assists alumni interviewers via Alumni Schools Committees (ASCs) throughout the world, helping to assure that they deliver a consistent level of high-quality service to applicants and to Princeton. PSC works with the Admission Office to set standards, guidelines and policies for local ASC operations, as well as

offering support to ASC Chairs and providing information and advice to ASC Chairs and members. <http://alumni.princeton.edu/volunteer/committees/psc/>

- **TigerNet Online Community:** The TigerNet Online Community provides alumni with a secure, password-protected website to connect with fellow Princetonians. This suite of online services, including an alumni directory, email forwarding and discussion groups, is free and available to all Princeton. <http://alumni.princeton.edu/tigernet/onlinecommunity/>

Position Overview – Senior Associate Director, Leadership Gifts

As a member of the Capital Giving staff, the Senior Associate Director, Leadership Gifts (Senior Associate Director) is a frontline major gift officer responsible for successfully managing a portfolio of qualified potential donors within an assigned region who are capable of making gifts to Princeton of at least \$500,000.

Role & Responsibilities:

Fundraising Responsibilities (80%)

- Manage a portfolio of between 125-150 qualified potential donors with the capability of making gifts of at least \$500,000 or more. Includes developing long-term fundraising strategies for each donor assigned or identified in the course of his/her work and in accordance with University priorities as defined by Princeton's leadership.
- Complete a minimum of 120 face-to-face visits annually with qualified potential donors to engage, cultivate and solicit gifts in support of Princeton.
- Open a minimum of 20 proposals annually for gifts of \$500,000 or more.
- Secure a minimum of \$3 million in new commitments annually in a combination of capital and annual gifts.
- Effectively represent Princeton's mission and fundraising priorities to a variety of constituencies and stakeholders.
- As appropriate, engage senior administrators, faculty, trustees and volunteers in the process of cultivating and soliciting potential donors to Princeton.

Administrative Responsibilities (20%)

- Write timely contact reports for prospect database following each face-to-face visit with a donor or potential donor.

- As appropriate, prepare well-written visit briefings, strategy documents, solicitation proposals and stewardship reports, working both independently and with colleagues in Strategic Donor Engagement.
- Maintain a comprehensive working knowledge of the University and the fundraising priorities across the institution, as well as Development Office goals and objectives.
- May include supervising one or more members of the Leadership Gifts staff.
- May include responsibility for managing select volunteers or volunteer initiatives, including ensuring that they are properly staffed, deployed and satisfied with the level of support from Princeton.
- Perform other duties as assigned.

Attributes of the Ideal Candidate:

- Bachelor's degree and at least 10 years of professional higher education development-related experience or related work experience.
- A proven track record of successful major gift fundraising, especially at the \$1 million and above level.
- Strong familiarity with Princeton University and its mission.
- Exceptional written, oral and interpersonal communication skills.
- Proven ability to develop and foster relationships with people at all levels of an organization and to collaborate and influence at a high level.
- Evidence of self-motivation and the ability to work both independently and in teams, with high personal standards representative of Princeton's commitment to excellence.
- Strong strategic planning and project management skills necessary to set and monitor progress against goals, to develop plans and timelines and to measure success toward goals.
- Discretion, good judgment and commitment to keep confidential all data related to Princeton and its alumni and donors.
- Ability to respond quickly to changing business needs and priorities. Ability to handle multiple projects simultaneously and to produce high-quality and compelling work product under tight deadlines. Ability to work with a high degree of flexibility in a highly collaborative, fast-paced, goal-oriented environment.
- Commitment to the Office of Development's mission of maximizing philanthropic support for Princeton University and to adhering to its guiding principles of High Performance, Innovation, Civility, and Collaboration.
- Ability to travel and flexibility to work nights and weekends as needed.
- Sense of humor is a plus.

Princeton University is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status or any other characteristic protected by law.

Benefits:

Princeton provides a large portfolio of benefits to meet the diverse needs of its faculty and staff members. For more information: <http://www.princeton.edu/hr/benefits/>

Location

Princeton, NJ:

A center for learning and culture throughout its history, Princeton has been home to world renowned scholars, scientists, writers and statesmen, including two United States Presidents, Woodrow Wilson and Grover Cleveland. Settled in the late 17th century, it was named Prince-Town in honor of Prince William of Orange and Nassau. In 1756, it became the home of the College of New Jersey – now Princeton University.

In 1930, the Institute for Advanced Study was founded in Princeton and became the first residential institute for scholars in the country, with Albert Einstein appointed as one of its first professors. The 20th and 21st centuries have seen an influx of scholars, research personnel and corporations from all parts of the world.



Shaped by residents of all backgrounds, Princeton is a dynamic community, growing and changing with the times yet retaining a small-town quality. Paul Robeson grew up in Princeton and artisans from Italy, Scotland and Ireland have contributed to the town's rich architectural history. This architectural legacy, spanning the entire history of American architecture, is well preserved through buildings by nationally renowned architects such as Benjamin Latrobe, Ralph Adams Cram, McKim, Mead & White, Robert Venturi, Michael Graves, Frank Gehry and Rafael Viñoly.

For more information please visit:

<http://www.visitprinceton.org/>

<http://www.princeton.edu/main/visiting/region/>

Background Checks:

Prior to submitting your resume for this position, please read it over for accuracy. LLLS does verify academic credentials for its candidates. Princeton University conducts comprehensive pre-employment background screening on final candidates.

To learn more, call
Faith Eutsay, Senior Consultant at
617-262-1102
or send nominations or cover letter and resume to
feutsay@LLLSearches.com.
All inquiries will be held in confidence.



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University Leadership:



Photo by Denise Applewhite

Christopher L. Eisgruber
President

Christopher L. Eisgruber was elected Princeton University's 20th president on April 21, 2013 and assumed office on July 1, 2013.

Eisgruber, who grew up in Indiana and Oregon, received his A.B. in physics from Princeton in 1983, graduating magna cum laude and Phi Beta Kappa. He then earned an M.Litt. in politics at the University of Oxford as a Rhodes Scholar, and a J.D. cum laude at the University of Chicago Law School, where he served as editor-in-chief of the law review. After clerking for U.S. Court of Appeals Judge Patrick Higginbotham and U.S. Supreme Court Justice John Paul Stevens, he taught at New York University's School of Law for 11 years.

In 2001, Eisgruber joined the Princeton faculty as the director of the Program in Law and Public Affairs and the Laurance S. Rockefeller Professor of Public Affairs in the Woodrow Wilson School of Public and International Affairs and the University Center for Human Values. He directed Princeton's Program in Law and Public Affairs from 2001 to 2004, and he served for a year as acting director of the Program in Ethics and Public Affairs in 2002-03.

Eisgruber was named Princeton's 11th provost in 2004 and in that capacity was the University's second-ranking official and its chief academic and budgetary officer. During his tenure, he played a central role in many key University initiatives, including broadening Princeton's international initiatives for students and faculty, increasing the diversity of the campus, guiding Princeton's entry into the online learning movement and leading the University's efforts to cut costs during the recession in 2008 and 2009.

Since assuming the presidency in 2013, Eisgruber has keenly focused on Alumni Affairs and Development, including travel dedicated to those programs, both domestic and international. Over the past five years of his presidency, Eisgruber conducted prospect visits and attended events in California, Texas, Georgia, Oregon, Massachusetts, Pennsylvania, Singapore, Hong Kong, Jerusalem and Switzerland, to name only a few locations.

For a complete biography of President Eisgruber, please visit: [President's Bio](#)

To read more about President Eisgruber's tenure to-date, please read: [PAW Interview](#)



Kevin J. Heaney
Vice President for Advancement

Kevin Heaney was appointed Princeton University's first Vice President for Advancement in November 2016. He serves as a member of the President's Cabinet and oversees the University's Office of Development and the Office of Alumni Affairs. He came to Princeton in March 2015, as deputy vice president for development and was named acting vice president for development in March 2016. Before joining Princeton, he served for nearly a decade at the Oregon State University Foundation as the vice president for constituent and central development programs and deputy campaign director. He played a key role in that university's first comprehensive fundraising campaign, which surpassed its \$1 billion goal 11 months ahead of schedule. Heaney had previously served in a variety of development positions at Georgetown University, Johns Hopkins University and Harvard University. During his career, he has been part of four highly successful campaigns and has been an active member of the broader development community, chairing seven national conferences on campaign fundamentals and strategies for the Council for Advancement and Support of Education (CASE). A graduate of the University of Cincinnati, Heaney has a Master's degree from Columbia University and a law degree from Boston College.



Sara Judge
Deputy Vice President for Development

Sara Judge was named Deputy Vice President of Development in April 2017. In this role, she has responsibility for management of the office's annual giving, gift planning, international development, leadership gifts and strategic donor engagement teams. In addition, she works closely with the vice president for advancement on long-term fundraising plans, organizational goal setting and continuous improvement processes. Judge recently served as global director at Avenues: The World School, opening the Avenues office in Beijing and leading government relations and site development in several cities in China. Judge had previously spent eight years as president of China Institute, where she led fundraising and capital campaign planning. The oldest U.S.-China educational organization in the country, with a mission of advancing a deeper understanding of China, the institute is internationally recognized for outstanding business forums, art exhibitions, lectures, and K-12 language and professional training

courses. She also served as director of Asia for AFS Intercultural Programs and as senior associate for Kamsky Associates. She is a 1982 graduate of Princeton University, where she concentrated in East Asian studies and Chinese, and has served in several key volunteer roles for the University, including vice president of the Alumni Association and vice chair of its Alumni Council. Judge pursued postgraduate Chinese language and literature studies at Peking University and holds two executive education certificates in strategic planning and nonprofit performance management at Harvard Business School.

Heather Seagroatt

Executive Director of Leadership Gifts

Heather Seagroatt was named Executive Director of Leadership Gifts at Princeton in 2018. Prior to this role, she served as Vice President of Presidential Initiatives and Principal Gifts at Dartmouth College and Vice President of Development for Climate Central, a nonprofit science research institute. Previously, Seagroatt served in multiple roles for Lehigh University where she created and launched Lehigh's first Principal Gifts program, an initiative targeted towards identifying, cultivating and soliciting gifts from the University's most generous donors.

Seagroatt graduated with honors from the University of Pennsylvania and earned her Master of Arts and Ph.D. from the University of Virginia. Seagroatt has taught at Rutgers University and The University of Virginia.