Haverford College
Associate Director of Major Gifts
Position Profile

Executive Search Partner: Triad Academic Search
9/11/23
Haverford College is consistently ranked among the top 20 undergraduate liberal arts colleges in the United States. Located outside Philadelphia, it is highly regarded for its rigorous and intensely personal undergraduate education, which is delivered in a beautiful arboretum setting and anchored in its Honor Code. The vast majority of students live on campus and are active in athletics, student clubs, internships, service activities and self-governance. Haverford was founded by Quakers in 1833, who believed that academic excellence, offered in a setting of tolerance and mutual respect, would serve a larger goal of "educating the whole person." While Haverford is nonsectarian today, those same values continue to inspire and distinguish its students and alumni.
Haverford’s intentionally diverse curricular requirements ensure that students are well-rounded, expansive thinkers. Students take courses in each of three major academic divisions for a variety of ideas, concepts, and intellectual approaches. Featuring 56 individual programs focused on individual growth, Haverford offers specialized majors, minors, and concentrations. 54% of the student population has a minor or a concentration. Additionally, Haverford’s unique four-college exchange program with Bryn Mawr, Swarthmore, and the University of Pennsylvania allows them to retain the strengths of the small college experience, while offering the expanded resources and opportunities usually found at a larger university. Haverford students can take a staggering array of classes at any of these Quaker Consortium schools.

Haverford has chosen to remain small and to foster close student/faculty relationships as a commitment to excellence and a concern for individual growth. 98% of Haverford’s 1,435 students live on campus, the student-to-faculty ratio is 9:1, and they were listed #25 in Forbes’ top liberal arts colleges. Additionally, they have a 92%
graduation rate, and all students complete a senior thesis. Haverford’s faculty is noted for its strength in both scholarship and teaching, and its members expect to transmit to students their enthusiasm and high standards. The faculty members are teaching at an undergraduate college of arts and sciences by choice and they expect to learn, as well as to teach, in this close relationship with undergraduates.

Haverford students and graduates are extremely successful. They are regularly recognized for scholarly achievement through awards and fellowships such as Fulbright, Watson, Guggenheim, and the Nobel Prize. Of Haverford’s students and graduates, 4 are Nobel Prize winners, 85 are Fulbright Scholars, 5 are MacArthur Fellows, 28 are Goldwater Scholars, 69 are Watson Fellows, 20 are Rhodes Scholars, 27 are Guggenheim Scholars, and 6 received the Pulitzer Prize.

Haverford students are admitted to medical school, law school, and other professional schools at rates that are significantly higher than the national average. Recent graduates have gone to programs at the University of Chicago, Duke, Johns Hopkins, Harvard, MIT, UCLA, Cambridge, and the University of Pennsylvania, to name a few. Alumni pursue careers ranging from business and finance (22%), to healthcare (17%), to public service and government (9%), to law and legal services (8%), to science and technology (13%), to education (19%), to communications, leisure, and tourism (7%), and architecture, arts, and museums (5%). Wherever Haverford graduates go, they achieve great things.
In his 1918 book about Haverford College, its then President Isaac Sharpless described its unique standing among higher education institutions: “The purpose is to make the whole Haverford family, managers, alumni, faculty, and undergraduates, a loyal and interested democracy. It is on such a platform that our small college has been standing...and it has no intention of following the well-meant advice of its larger brethren to close its doors or change its general policy.”

A century-plus later, those ideals still hold true and the Haverford educational experience leaves a lasting influence on its graduates. No matter their career paths, no matter their expertise, Haverford alumni are recognizable as sophisticated and compassionate actors and thinkers, who care deeply about the communities they serve and are distinguished by their leadership. Chief among the College’s distinctive features is the high-degree of responsibility and independence that its students are afforded in governing their own activities and as active stakeholders in Haverford’s institutional governance and operations.
The Institutional Advancement Division propels Haverford’s mission and values through inspired engagement and philanthropy. We support the strengthening of the College’s values-based liberal arts education through its relationships with alumni, parents/families and friends, and by building Haverford’s reputation as a remarkable institution of higher learning. Particularly in the case of Haverford alumni, we view their relationships with the College and their fellow alumni as lifelong and strive to enrich them through different engagement and volunteer opportunities.

At Haverford, this is an exciting time. We are in the midst of developing a new strategic plan that will position the College for its next decade and lead up to its 200th anniversary (Haverford was founded in 1833). Expecting to conclude in the next six months, this collaborative community-wide effort will set the institutional aspirations and priorities that will inform our next comprehensive campaign. In tandem with the development of Haverford’s new strategic plan, Institutional Advancement has created a data-informed multi-year and multifaceted plan that undergirds growing the Division, recalibrating several departments, adding new functions, and preparing for a robust campaign. Over the next two years, Institutional Advancement will expand its staffing between 25-40%, across multiple areas (Philanthropy, Alumni and Constituent Engagement, Advancement Operations, and Charitable Gift Planning), and at all levels of its operations, such as Advancement Communications, Volunteer Recruitment and Development, Principal Gifts, and Analytics and Predictive Modeling. We seek enthusiastic, high-caliber professionals to join our existing team of excellent colleagues and help propel Haverford forward through the launch of our comprehensive campaign and fulfillment of Institutional Advancement’s multi-year and multifaceted plan.
Haverford College invites applications to our available full-time, exempt, benefit-eligible Associate Director of Major Gifts position. The Associate Director, Major Gifts develops long-term philanthropic relationships with an assigned group of Haverford’s best-able-to-give alumni, parents, and friends while serving as a key member of the College’s fundraising team. Much of the Associate Director’s work may be completed remotely, but the position requires a hybrid work schedule and the Associate Director may be required to be on-campus for College events, prospective donor meetings, or other activities as necessary.

Primary Responsibilities

- Creating donor engagement opportunities, both in-person and virtual
- Occasionally leading strategic programmatic initiatives
- Attending regional and affinity events
- Executing fundraising plans for assigned regional territories, including overseas.
Maintain, categorize, administer, and actively manage a prospect pool of alumni, parents, and friends of Haverford College.

- Identify and prepare solicitation strategies, both in person and virtual, for identified prospects, most rated between $100,000 to $1,000,000. Solicit and secure major gifts, planned gifts, and Annual Giving commitments from these prospects.
- Hold in person, phone, and virtual (Zoom) meetings in order to move prospective donors through the Donor Engagement Process.
- Correspond promptly with constituents in a manner reflective of the College’s sense of integrity and purpose.
- Maintain timely electronic and paper records of contacts with Haverford prospects.
- Manage the fundraising and special event activities in support of assigned College priorities and initiatives.
- Establish and execute regional travel plans based on priority solicitations and consultation with the Director of Major Gifts.
- Work closely with Prospect Research team and other members of IA to plan individual solicitation strategies in order to manage current identified prospects and to recognize, identify, and introduce new prospects into the overall campaign cultivation pool.
• Work collaboratively with the Director of Donor Relations on prospect follow-up, proposal creation, and acknowledgment of gift commitments.

• Consider data integrity a priority and work diligently to document capacity/gift/engagement related information in Raiser’s Edge (the alumni database) in a timely manner.

• Serve as a strategic partner, mentor, and positive influence to other members of the Individual Giving team.

Line of Report

The Associate Director of Major Gifts reports to the Director of Major Gifts and has no direct reports.

Education, Training, & Experience

• Bachelor’s degree required

• Understanding of, sensitivity to, and respect for the academic, cultural and social diversity of the Haverford College community and a demonstrated track record of commitment to DEI through professional and personal experience.
• Three to five years of major gift fundraising experience or transferable skill equivalent
• Knowledge of fundraising philosophies and approaches
• Previous experience working in higher education, preferably liberal arts institutions will be valued
• Exposure to Plus Delta’s Donor Engagement Process and/or the Raiser’s Edge database ideal
• Prior experience working with alumni volunteers a plus
• Ability to interact with major gift and planned gift prospects as well as leadership alumni volunteers and members of the Board of Managers necessary
• Excellent management, organization, communication, and interpersonal skills

Special Requirements

• Extensive travel required domestically (a minimum of 5-7 days per month), including international travel (approximately 1–3 times per year)
• Evening and weekend work required
• Possession of a valid U.S. Drivers’ License and ability to pass a Motor Vehicle Record check is required
• Please refer to Haverford College website for current Covid-19 policies.
This status determines for the identification, treatment of time, and use of “Essential Personnel” during campus emergencies, including those that dictate suspension of services and/or closure of operations, i.e. inclement weather. During an emergency, Essential Personnel are required to be on campus in order to provide services that relate directly to the health, safety, and welfare of the College, ensure continuity of key operations, and maintain and protect College’s properties.

☐ This is an Essential employee role

☒ This is a Non-essential employee role
Application Process

Haverford College has retained Triad Academic Search to assist in this search. All inquiries, nominations, referrals, and applications should be emailed in confidence to:

Dharshan Jayasinghe  
Chief Executive Officer  
Triad Academic Search  
dharshan@triadacademicsearch.com

For additional information, please visit:

https://www.haverford.edu/  
https://triadacademicsearch.com/

Haverford College is an Equal Opportunity/Affirmative Action employer committed to diversity, equity, inclusion, social justice, and providing equal opportunities and access to all individuals regardless of race, ethnicity, religion, gender identity, sexual orientation, national origin or ancestry, age, marital status, disability, or veteran status. Women, non-binary and transgender individuals, people of color, Indigenous people, and those with other or multiple historically marginalized and/or underrepresented identities are especially encouraged to apply. Haverford College and our consortial partners are located on Lenape lands.