Job Posting #2000728

**Job Function:** Advancement / Development  
**Primary Location:** United States-Pennsylvania-Pittsburgh  
**Time Type:** Full Time  
**Organization:** VP - UNIVERSITY ADVANCEMENT  
**Minimum Education Level:** Master's Degree or equivalent  
**Salary:** Negotiable

**Position Summary:**

An exceptional opportunity exists to join Carnegie Mellon University as a senior member of the University Advancement team. The Executive Director of Principal and Leadership Gifts reports to the Associate Vice President for Individual Giving and is responsible for the management of relationships with a portfolio of approximately 25 prospective donors and donors who have the capability of making gifts at the leadership gifts ($1M-$4.99M) and principal gifts ($5M or greater) levels. The executive director will manage relationships with approximately 25 prospective donors and will be expected to identify, qualify, cultivate, solicit and steward these very important alumni, parents and friends of the University for both outright and planned gifts. S/he will work closely with their university advancement colleagues, university administrators and the trustees and other volunteers to build and implement effective inform, involve and invest strategies that will lead to beneficial long-term relationships and significant gift support from these prospective donors. S/he will also lead and manage a team of principal and leadership gift officers.

This opportunity calls for a professional with ten or more years of progressively responsible experience in front-line fundraising and strong working knowledge of industry best practices relevant to the successful cultivation and solicitation of high-level prospects and benefactors for leadership and principal gifts. The ability to conduct both domestic and foreign travel to meet with prospective donors is required in this role.

**Qualifications**

- Master’s degree required  
- Minimum 10 years of major gifts/fundraising experience in non-profit or higher education environment required, including prospect solicitation and management  
- Must have strong knowledge of personal asset, estate planning, and tax laws  
- Excellent interpersonal communication and leadership skills

The successful candidate must obtain all background clearances as may be required by Pennsylvania Act 153.

**More Information**


Department URL: http://www.cmu.edu/ua/

**APPLICATION:**  
Carnegie Mellon University has retained Diane Shea, of executive search firm Cross Hill Partners, to conduct the search for a highly motivated Executive Director of Leadership and Principal Gifts to join a strong team working together to
support one of the nation's top universities. Nominations, inquiries and expressions of interest should be directed via email to Diane Shea at dshea@crosshillpartners.com.