



Assistant Dean, Development & Alumni Relations, Engineering
Boston, MA

Boston University College of Engineering (BU Engineering) seeks an experienced, data-driven, and collaborative Assistant Dean, Development & Alumni Relations (Assistant Dean) to lead fundraising and alumni engagement at an exciting time of visionary ambition and transformational achievement. BU Engineering has charted a stellar ascent in recent years under the leadership of Dean Kenneth Lutchen. Now ranked #16 in private graduate engineering programs by *U.S. News and World Report*, the College of Engineering ranks in the top 20 percent of engineering schools in the nation and boasts a top-10 ranked biomedical engineering program.

Is a safer, greener, more sustainable world out of reach? How can we secure enough food, drinkable water, and economic opportunity for all? Can we be healthier, better connected, and more productive? BU College of Engineering believes engineers can make a real difference in the world. BU's [Societal Engineers](#) not only learn the powerful, quantitative, and creative problem-solving skills essential to all engineers—they also develop key attributes for orchestrating an impact on society. These include effectiveness in multidisciplinary and cross-functional teams, an array of communication skills, a capacity for systems-level thinking, global awareness, a grasp for public policy as it relates to technology, a passion for and understanding of the innovation ecosystem and an entrepreneurial mindset, and, finally, a social consciousness that appreciates how innovation should create both economic and quality of life value.

In partnership with Dean Kenneth Lutchen and Associate Vice President for School Development Josh Aiello, the Assistant Dean will be chiefly responsible for systematically engaging and soliciting a larger group of individual prospects who have potential to make significant philanthropic contributions to the College. Serving as a member of the Dean's leadership team, the Assistant Dean will manage and provide strategic guidance to two professional and administrative staff.

The successful candidate will be an inspiring leader and an effective advocate with all constituents. The Assistant Dean will work closely with other school- and centrally based colleagues to execute a comprehensive fundraising and engagement strategy for the College. The Assistant Dean will maintain the strong partnership between Engineering and centrally based staff, encouraging a culture of collaboration and cooperation.

The successful candidate will have at least eight years of directly applicable experience, including management of a comprehensive development program within a complex academic setting. The Assistant Dean will possess a collaborative and collegial style, strong work ethic, and enthusiasm for the mission and goals of the College of Engineering and the broader University. A bachelor's degree is required. In accordance with its core values and mission, BU is especially interested in recruiting members of diverse communities and individuals with a commitment to multiculturalism.

Boston University

Boston University is an international, comprehensive, private research university, committed to educating students to be reflective, resourceful individuals ready to live, adapt, and lead in an interconnected world. Under the leadership of [President Robert A. Brown](#)—an engineer who holds a professorship in the College of Engineering—the University’s 17 Schools and Colleges generate new knowledge to benefit society.

BU remains dedicated to its founding principles: that higher education should be accessible to all and that research, scholarship, artistic creation, and professional practice should be conducted in the service of the wider community—local and international. These principles endure in the University’s insistence on the value of diversity, in its tradition and standards of excellence, and in its dynamic engagement with the City of Boston and the world.

Boston University comprises a remarkable range of undergraduate, graduate, and professional programs built on a strong foundation of the liberal arts and sciences. With the support and oversight of the Board of Trustees, the University, through its faculty, continually innovates in education and research to ensure that it meets the needs of students and an ever-changing world.

College of Engineering

Boston University’s College of Engineering creates the engineers who shape the lives of future generations and make the world a better place. Students come from around the world to be a part of this selective, esteemed engineering community. BU Engineering students learn by doing. They’re challenged with innovative classroom teaching, applied design projects, and research opportunities. They develop the insight, teamwork, and ability to identify solutions to pressing social problems.

BU Engineering offers undergraduate, graduate, PhD, distance learning, and certificate programs taught by acclaimed faculty—many of whom are internationally recognized for their research. The College’s growing campus features modern classrooms, cutting-edge research laboratories, a broad array of lectures, symposia, student clubs, and competitions.

The College’s [strategic plan](#) emphasizes experiential education, convergent research in engineering’s Grand Challenges with translational impact, and the creation of engineers as leaders in society. The College of Engineering is on an accelerating trajectory of growth and innovation. More facts about the College are available at: www.bu.edu/eng/about/at-a-glance.

Dean Kenneth Lutchen

Dean and Professor, Biomedical Engineering

Dr. Kenneth R. Lutchen, is Dean of the College of Engineering and Professor of Biomedical Engineering (BME) at Boston University. He has published over 150 peer-reviewed journal articles cited nearly 9,000 times. His research uncovers the mechanisms that cause lung disease and novel methods for diagnosing lung disease.

While Chair of BME, the department ranking improved from 18th to 6th in the nation. As Dean, the College’s Graduate Ranking has improved from 54th to 36th and is ranked 16th among all private universities. He oversaw the creation of a new Divisions in Materials Science and Engineering and in Systems Engineering, a 20,000 sq.

ft. Engineering Product Innovation Center (EPIC) and 5,000 sq. ft. Bioengineering Technology and Entrepreneurship Center (BTEC), both designed to instill interdisciplinary product design skills throughout engineering education in partnership with industry. Dean Lutchen has advanced the concept of “[Creating the Societal Engineer](#)” as a foundational principle of Engineering Education to prepare students for life-long learning and impact. He has also published op-ed pieces on engineering education and technology transfer in *Harvard Business Review*, *Forbes* magazine, and *Business Insider*.

Dean Lutchen served on the Advisory Committee to the Directorate for Engineering of The National Science Foundation. He is Past-President of the American Institute of Medical and Biological Engineering (AIMBE) and has served on the Board of Directors of the Biomedical Engineering Society and is currently on the Board of Directors of The Wyss Institute for Bioinspired Engineering at Harvard, and for Beta Bionix Inc. Dr. Lutchen has been the recipient of many awards including the AIMBE Pierre Galletti Award, AIMBE’s highest honor.

Josh Aiello

Associate Vice President, School Development

Josh Aiello currently serves as the Associate Vice President for School Development. He joined Boston University in 2013 and has held the roles of Assistant Dean for Development and Alumni Relations at Sargent College, Director of School Development, and most recently, Assistant Vice President for School Development. He proudly held leadership roles during the University’s first comprehensive campaign, which concluded in September 2019, having raised a record \$1.85 billion in gifts from more than 175,000 alumni, parents, and friends.

Aiello has more than 15 years of experience in educational advancement and has served as the Executive Director for Development for Massachusetts College of Pharmacy and Health Sciences. Early in his career, the focus of his career was on service learning and community service having led emergency response efforts during major natural disasters.

Aiello received a BA from Saint Anselm College in Manchester, NH and an EdM from Boston University.

Development & Alumni Relations at BU

With an endowment valued at approximately \$3.35 billion, BU has a legacy of endowment giving in support of faculty chairs and student scholarships. The university is currently raising approximately \$200 million in annual philanthropic support. There are approximately 345,000 known prospects and more than 400,000 living alumni; the alumni giving rate is approximately 10 percent.

BU’s [Board of Trustees](#) and President Brown are invested in the future of BU and are planning to launch a comprehensive fundraising campaign in the coming years. The last campaign for BU, [Choose to Be Great](#), which closed in 2019, raised \$1.85 billion for the university.

Development & Alumni Relations (DAR) comprises a team of 225 professionals in principal and major gifts, foundation relations, annual giving, alumni engagement, and operations, including stewardship, database management, and prospect research. DAR harnesses the power of philanthropy to make an excellent education accessible and welcoming to all, and to advance BU’s global leadership in research, scholarship, artistic creation, and professional practice. To support their work, DAR has built—and is continuing to build—

an outstanding team of dynamic, mission-driven advancement professionals who constantly strive to create an environment where everyone belongs. It's not just a job, but a career and a community.

DAR values:

- **Teamwork, transparency, and mutual respect**, because we value every member's contributions and know that leadership can come from anywhere
- **Diversity, equity, inclusion**, and a commitment to ensuring that each of us knows we belong here
- **Integrity** in how we work and how we treat one another
- **Strategic thinking and curiosity** in the relentless pursuit of fresh approaches and measurable results
- **Continuous growth and improvement**, both as individuals and as a team
- **Joy and shared appreciation** for working hard toward goals that matter

To hear directly about what it's like to work in DAR at BU, visit: www.bu.edu/dar-talent/voices-of-dar.

Assistant Dean, Development & Alumni Relations, Engineering

Reporting to the Associate Vice President for School Development (AVP), the Assistant Dean for Development & Alumni Relations at the College of Engineering will work with the Dean of the College of Engineering, the Vice President for Development, the AVP, DAR staff, and volunteer leaders to create, plan, advance, and implement a wide range of fundraising activities, strategies, programs, and priorities in advance of the University's next comprehensive campaign and in support of the College of Engineering's strategic plan.

Essential Duties

- Actively maintain a portfolio of leadership and principal gift prospects and cultivate, solicit, and steward them on behalf of the College of Engineering. Craft and present proposals for leadership/principal gift solicitations and prepare other fundraising materials to be used to maximize philanthropy for the College of Engineering's key strategic priorities. Actively direct all facets of the College of Engineering's fundraising initiatives.
- Play the primary role in managing and tracking specific fundraising initiatives as agreed by the Dean and Associate Vice President in accordance with the University's and the College's strategic plans. Work with the Dean and directly manage the College's two boards: the Dean's Leadership Advisory Board and the West Coast Leadership Alumni Council. Work closely with board members to maximize their philanthropy to the College's key strategic funding priorities.
- Serve as the College of Engineering information resource for Development and Alumni Relations. Provide communication about specific departments and programs as well as overarching College-wide initiatives. Coordinate with Major Gift Officers, Planned Giving Officers, Principal Gift Officers, and the Office of Alumni Engagement in their activities on behalf of the College of Engineering, and assist with linkage to the College's faculty and staff as needed to advance prospect activity.
- Serve as member of the College of Engineering's senior leadership team representing DAR in certain College administrative meetings and via other assignments as deemed critical to the fundraising and alumni engagement agenda as set by the Dean and the AVP. Serve as a key external spokesperson for the College.

- Manage, oversee, and provide mentorship for the Development Coordinator and Major Gift Officer that directly support the College of Engineering DAR team. Supervise the office, budget, and fulfill administrative duties as required by DAR, the College of Engineering, and BU-wide operating procedures.

Experience and Qualifications

The ideal candidate will bring many of the following professional qualities and experiences:

- A Bachelor's degree
- More than eight years of direct experience
- Strong development credentials including a proven track record of building and developing a high-level portfolio
- Outstanding and successful experience as a fundraiser, including comprehensive management of major and principal gifts prospects
- Effective experience in enlisting and interacting with senior-level leadership volunteers and committees
- Excellent written and oral communication and presentation skills
- Superb judgment and the sensibility to adjudicate wisely among competing priorities
- A disposition to listen and circulate widely
- Outstanding interpersonal skills
- Exceptional reasoning, problem-solving, and analytical skills, including an ability to translate ideas and concepts into clear, actionable steps
- Superb organizational skills and the ability to multi-task
- Ability to work independently as well as collaboratively with team members
- Energy and stamina, self-confidence and humility, a strong sense of purpose, a tolerance for ambiguity, and a sense of humor
- Extensive travel, nights and weekends required.

Location

BU's campus is located in Boston's Fenway-Kenmore neighborhood. Nestled between the beautiful Charles River and historic Fenway Park (home of the Boston Red Sox), BU's location is ideal for a healthy contemporary lifestyle. Boston is a vibrant city steeped in history with diverse neighborhoods, a rich arts and culture scene, and a legacy of education, innovation, and ideas.

DAR provides a hybrid work schedule, offering employees the opportunity to work two days per week from home, if circumstances allow. More information about the university's remote work policy is available here: www.bu.edu/hr/lifebu/remote-work.

Compensation

Compensation is highly competitive. Boston University offers a comprehensive [benefits package](#), which adds



significantly to the employee's total compensation.

Interested in Learning More?

Boston University has partnered with Talent Citizen to assist in this recruitment. Please contact President Tracy D. Welsh and Senior Associate Rachel K. Partin to share your resume and cover letter via email at: bu-engad@talentcitizen.com.

Boston University is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, gender identity, genetic information, military service, or because of marital, parental, or veteran status or any other characteristic protected by law.

If you require a reasonable accommodation in order to complete the employment application process, please contact the Equal Opportunity Office at 617-353-6474 or druckman@bu.edu.