

Caltech

Associate Vice President for Development Pasadena, CA

The California Institute of Technology (Caltech) seeks a proven and collaborative fundraising professional to serve in the role of associate vice president for development (AVP). The AVP will join one of the most productive fundraising programs in the nation at an exciting time as the Institute is poised to accelerate its momentum after the *Break Through* campaign that secured more than \$3.4 billion, making Caltech the smallest institution ever to achieve at this level.

Reporting to Vice President for Advancement and Alumni Relations Dexter Bailey and serving as his trusted advisor and strategist on all fundraising matters, the AVP will design, recommend, implement, and oversee strategies and models that support fundraising priorities. The AVP will manage and build a team of highly productive fundraisers, enhancing Caltech's already strong principal gifts culture to close transformational gifts, with a focus on broadening the donor base to advance the Institute's mission and global impact. The AVP will personally manage a select portfolio of major and principal gift prospects and donors; and work with campus partners to ensure that the advancement operation effectively and efficiently maximizes the talent and financial engagement of Caltech's 26,000 living alumni, parents, industry partners, and friends.

Specifically, the AVP will be expected to immediately address the following priorities:

- Caltech has established an unprecedented sustainable annual philanthropic support level of more than \$300 million. In alignment with the vice president, the AVP will heighten accountability, maximize efficiencies, and enhance fundraising outcomes. Employing innovative approaches and a robust cadence in a personal portfolio that aims to unlock complex donor assets, the AVP will inspire and mobilize frontline fundraisers to meet aggressive goals that include enhancing donor discovery efforts; expanding the major gift pipeline, deepening institutional philanthropic support for research; better leveraging interdisciplinary giving opportunities; employing strategic and meaningful stewardship; and working with collaborative intentionality across the advancement division.
- Publicly launched in January 2023, the \$250 million *Initiative for Caltech Students* mini-campaign has secured approximately \$40 million from more than 1,400 donors as of October 2021. Working closely with the vice president, president, and volunteers, without impacting current fundraising goals, the AVP will skillfully manage this mini-campaign and determine appropriate strategies to harness the campaign's momentum.

Caltech seeks an AVP with at least ten years of demonstrated leadership expertise in fundraising and management. In addition to a track record of closing principal gifts, the ideal candidate must possess strong managerial, strategic planning, and motivational skills, a keen understanding of best practices in higher education fundraising, adherence to performance metrics and accountability, as well as comprehensive knowledge of all major development and alumni functions. The AVP will be an integral member of the Caltech community; reflecting and embodying the values of Caltech and serving the Institute with authenticity, warmth, humility, and professional competence. The ideal candidate will be a self-assured, results-oriented individual who leads by example with a collegial and accessible style. The AVP will be flexible, deadline sensitive, and responsive as conditions and objectives evolve. Superb judgment, excellent written and oral



communication skills, intellectual rigor and curiosity, and the ability to formulate creative cultivation plans are critical AVP attributes. A bachelor's degree is required; an advanced degree is preferred.

California Institute of Technology

Founded as Throop University in 1891, the institution was renamed the California Institute of Technology in 1920. Caltech is a world-renowned science and engineering Institute that marshals some of the world's brightest minds and most innovative tools to address fundamental scientific questions and pressing societal challenges. Caltech's extraordinary faculty and students are expanding our understanding of the universe and inventing the technologies of the future, with research interests from quantum science and engineering to bioinformatics and the nature of life itself, from human behavior and economics to energy and sustainability.

Caltech is small but prizes excellence and ambition. The contributions of Caltech's faculty and alumni have earned national and international recognition, including 46 Nobel Prizes. The Institute manages the Jet Propulsion Laboratory (JPL) for NASA, sending probes to explore the planets of our solar system and quantify changes on our home planet; owns and operates large-scale research facilities such as the Seismological Laboratory and a global network of astronomical observatories, including the Palomar and W. M. Keck Observatories; and cofounded and co-manages LIGO, which, in 2016, observed gravitational waves for the first time.

The Institute has one of the nation's lowest student-to-faculty ratios, with 300 professorial faculty members offering a rigorous curriculum and access to varied learning opportunities and hands-on research to approximately 1,000 undergraduates and 1,400 graduate students.

Thomas F. Rosenbaum

President, California Institute of Technology

Thomas F. Rosenbaum is the ninth president of the California Institute of Technology and Professor of Physics. He is an expert on the quantum mechanical nature of materials, conducting research at Bell Laboratories, IBM Watson Research Center, and the University of Chicago, where he served as Vice President for Research and for Argonne National Laboratory and then provost, before moving to Caltech in 2014. He received his bachelor's degree in physics with honors from Harvard University and a Ph.D. in physics from Princeton University. He serves on the Society for Science & the Public's Board of Trustees, as General Member of the Aspen Center for Physics, and the American Academy of Arts & Sciences Los Angeles Program Committee.

Dexter Bailey

Vice President for Advancement and Alumni Relations

Dexter A. Bailey, Jr. is a fundraising executive with ~30 years of experience, including 17 years as a vice president. His expertise includes reengineering comprehensive fundraising programs, complex principal gifts, grateful patients, alumni relations, staff development, and organizational optimization. Dexter often speaks on issues related to modern campaigns, institutional alignment and the role and experience of minorities in university advancement.



Caltech is the smallest institution ever to secure more than \$3.4 billion during its *Break Through* Campaign that ended in September 2021. Prior to joining Caltech in July 2019, Dexter served for 8.5 years as senior vice president for advancement at Stony Brook University and executive director of the Stony Brook Foundation where he spearheaded the most successful campaign in the history of the State University of New York (SUNY) system. He is the recipient of the 2019 CASE Commonfund Institutionally Related Foundation Award. He successfully managed development and alumni relations programs at Worcester Polytechnic Institute, University of California at Berkeley Department of Intercollegiate Athletics, University of Washington School of Law, and Ohio University College of Education.

He earned a BS in journalism from the Ohio University E.W. Scripps School of Journalism and an MBA from the University of Toledo.

Advancement at Caltech

Advancement and Alumni Relations (AAR) is composed of 103 professionals in teams dedicated to development, advancement services, alumni relations, philanthropic initiatives, and stewardship, [Caltech Associates](#), talent management, and finance. The development team comprises 36 staff members dedicated to academic divisions and regions, individual giving, foundation relations, gift planning, and annual giving programs. Collectively, the AAR division is responsible for raising at least \$300 million per year in new gifts and pledges to help grow the Institute's endowment, currently valued at \$3.5 billion.

The AAR team includes the Caltech [Alumni Association](#), a 501c3 with a mission to ensure the success and well-being of every member of the Caltech alumni community, and to advance humanity through active alumni participation in the Caltech community and in the communities in which alumni live and work. There are currently 18 alumni board members of the CAA who meet quarterly.

AAR team members embrace and uphold the values of diversity, integrity, personal accountability, respect, focus, and pride.

Governance

Caltech is privately governed by a **Board of Trustees** led by David W. Thompson, chair, and vice chair Barbara M. Barrett. The Board of Trustees is currently composed of 54 trustees, 23 life members, and one honorary life member. Under the provisions of the Bylaws of the California Institute of Technology, the Board directs all activities and affairs and exercises all corporate powers of the Institute. The 15-member advancement committee is chaired by Eduardo Repetto. The Board of Trustees is deeply committed to sustaining the Institute through philanthropy. The Caltech Board of Trustees giving represents more than 50 percent of the total achieved during the \$3.4 billion [Break Through campaign](#) that concluded in September 2021.

Subject to the cognizance of the President and the Board of Trustees, the **Faculty Board** is responsible for carrying out the academic and research programs of Caltech and for setting standards to be met by these programs. The faculty's duties include, but are not limited to: formulating policies regarding academic and extra-curricular non-fiscal matters; establishing and implementing academic standards such as requirements for admission, curricula, and courses of study; certifying degree candidates and making recommendations to the Board of Trustees for the awarding of degrees; handling problems associated with the Institute's educational program.



Associate Vice President for Development

The associate vice president for development will report to and work closely with the vice president for advancement and alumni relations, and is a member of the vice president's senior leadership team. The AVP provides strategic leadership and management of all fundraising programs and staff, including annual, major, and principal giving, foundation relations, and planned gifts.

The AVP role has significant fundraising expectations, including personal responsibility for cultivating a select portfolio of leading donors and prospects. The AVP will collaborate with AAR assistant vice presidents and other AAR team members, optimizing integrated initiatives and goals as established by the vice president.

Essential Duties

Strategic Leadership

- In alignment and under the direction of the vice president, provide active leadership and innovative oversight of the Institute's frontline fundraising program; and advise and collaborate with the vice president in strategic planning.
- Serve as Director of the [Initiative for Caltech Students](#) mini-campaign with a goal of \$250 million.
- Serve as a trusted partner to the vice president and the president, and as an advisor to the provost, division chairs, faculty, and other senior staff. Occasionally represent and stand in for the vice president.
- Work with the VP and AAR colleagues to establish a productive reunion giving program and parents giving program.
- Formulate productive cultivation plans, successful solicitation strategies, and effective stewardship efforts to maximize the lifetime engagement and support of the Institute's supporters and ensure that they feel actively and meaningfully engaged in the life of the Institute.
- Collaborate with senior campus leaders to understand, interpret, and fund the Institute's philanthropic priorities. Ensure alignment of academic initiatives with Institute's fundraising strategies and limited divisional resources.

Prospect Strategy and Fundraising

- The AVP is expected to raise at least \$10 million per year from their own portfolio while assisting other frontline fundraisers to meet and exceed their fundraising potential.
- Manage a select portfolio of major and principal gift prospects through identification, qualification, cultivation, solicitation, and stewardship cycles; forge relationships with a diverse population that will lead to transformational gifts; set a personal example of frontline fundraising success for the development team; monitor and report on progress of donor-related activities and gift solicitations.
- Oversee the preparation of funding proposals, talking points and strategies, assessments of potential support, briefings for the vice president, senior officers, and trustees, and stewardship reports for all assigned prospects; ensure that all interested parties are involved in key efforts focused on specific prospects; document all substantive prospect contacts.
- Serve as a resource and role model to staff on matters of prospect strategy and offer new approaches and techniques; seek to provide creative solutions to complex solicitations; rely on experience in the field and remain current with evolving trends in philanthropy.

Program Elevation

- Provide leadership, training, and professional insights to expand Caltech's donor base, both geographically and beyond traditional pools of support, and increase financial commitments in all fundraising programs.
- Utilize data-informed methods for decision making and the timely evaluation of individual fundraiser performance and program forecasting; maintain awareness of economic, social, and political trends that may affect the Institute; make recommendations to aid in the recalibration of strategies and plans accordingly.
- Through strategic partnership with the Institute's senior officers, division chairs, and fellow AAR and campus leaders, inspire full engagement and effective participation of volunteer councils, boards, alumni, and support groups. Monitor volunteer philanthropic participation in line with institutional goals and objectives.
- Nurture a culture of personal accountability, innovation, creativity, and growth in philanthropy in a highly engaged intellectual community.
- Work in partnership with alumni relations to identify key reunion and annual giving prospects to participate in alumni events and serve in volunteer leadership roles.

Staff Management

- Lead a team that understands and respects Caltech's unique culture and priorities; set clear direction for a staff of 36 fundraising professionals (five direct reports) and administrative support personnel.
- Oversee Planned Giving, Major Gifts, Regional Giving, Annual Giving, and Foundation Relations teams.
- Promote a high-performance environment of achievement. Work with each staff member to set mutually agreed upon, well-defined, and measurable goals. Ensure that individuals have a sense of responsibility and ownership for the successful outcome of the organization.
- Maintain a leadership style that is open and fluid, and capable of inspiring, empowering, and motivating staff. Foster a work environment that recognizes and rewards performance, supports new ideas and risk-taking, builds confidence, encourages interaction and teamwork, and promotes diversity. Serve as an advocate for staff, representing their needs and concerns.
- Oversee all personnel activities for the office, including the recruitment, hiring, training, and retention of a high-performance team; as well as defining the job responsibilities and performance review process for each staff member.

Basic Qualifications

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

- Ambition and a true appreciation for science, research, and higher education. A demonstrated commitment and understanding of the history, mission, achievements, and aspirations of Caltech, and the ability to effectively articulate the Institute's vision, uniqueness, and relevance.
- The intellectual curiosity and desire to deeply engage in the life of Caltech and its extended community, and demonstrate a commitment to diversity, intercultural understanding, inclusive institutional excellence, and global engagement.
- A minimum of ten years of progressively responsible fundraising and managerial experience in advancement, preferably within higher education, large nonprofit, or healthcare. Expert depth of knowledge of best practices in all key areas of advancement; significant experience leading a

comprehensive and large-scale capital campaign in a higher education setting. Ability to cocreate and design new initiatives.

- A high level of energy, self-confidence, optimism, personal resilience, and the ability to function at peak levels in a high expectation environment—while also contributing to a healthy and supportive workplace culture.
- Ability to communicate and translate ideas into action; a calculated risk-taker. Comfortable working with ambiguity.
- A proven track record of success in personally cultivating, soliciting, and stewarding gifts of seven and eight figures or more from individuals, foundations, and corporations. A high level of comfort and effectiveness working with high-net-worth individuals and corporate business leaders, domestically and internationally.
- Proven management skills in building a high-performance fundraising team—and goal-oriented environment that empowers staff through active communication, personal accountability, and delegation and that builds confidence, promotes diversity of thought, and celebrates achievements. Must have a history of recruiting and developing exceptional people.
- Thorough knowledge of all phases of fundraising, including principal gifts, annual giving, constituency-based fundraising, major gifts, planned giving, and regional fundraising programs.
- The political savvy to navigate a complex academic community; the desire and ability to build bridges and strong collaborative relationships with all members of an operation across the enterprise and a diverse body of alumni and constituents. An interest in serving as a resource to others and obtaining their input; persuasive, persistent, and determined.
- The credibility, maturity, and sound judgement required to effectively engage and leverage Caltech’s leaders and volunteers in the cultivation, solicitation, and stewardship of key prospects and donors.
- Ability to combine strategic planning and project management skills in identifying, analyzing, developing, and implementing short- and long-term strategies, approaches, metrics, and incentives.
- Exemplary interpersonal and listening skills; impeccable attention to detail; superb commitment and follow-through; strong personal integrity, charisma, and work ethic coupled with a humble approach, sense of humor, and perspective. A commitment to the highest standards of professionalism.
- Experienced public speaker and presenter.
- Superior written and oral communication skills; clarity, crispness, and elegance in writing and speaking. Ability to succinctly communicate a clear vision and process, utilizing data and metrics as appropriate.
- A sharp eye for operational efficiency and the best use of resources, including a demonstrated understanding of budgets and the ability to manage them.
- The personal flexibility to travel and to work evenings and weekends frequently.
- Bachelor’s degree required.

Preferred Qualifications

- Advanced degree in related field.
- Management experience during a major comprehensive campaign.
- Experience assessing, selecting, and implementing enterprise systems conversions.
- Familiarity with Ellucian Advance, or Advance Web



Location, Schedule, and Compensation

Caltech offers a competitive salary budgeted in the range of \$327,000 - \$375,000 annually for this position. The exact compensation offered to the individual selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty, and training. Information about the benefits package is available [online](#).

This is a Pasadena-based position. Caltech Advancement and Alumni Relations is offering staff members the opportunity to work from home one day per week, if circumstances allow.

Caltech is located on a beautiful 124-acre campus in Pasadena, California, a historic city in the northeast region of the greater Los Angeles metropolitan area. Nestled at the base of the San Gabriel Mountains, Pasadena enjoys year-round sunshine and a mild Mediterranean climate. The Caltech campus is located within walking distance of Old Pasadena, a 22-block area with retail stores, art galleries, theaters, restaurants, and more. Pasadena is home to the Norton Simon Museum, a world-class art museum, and the Huntington Museum; the city is also home to the Rose Bowl, site of the world-famous parade and bowl game. The campus affords immediate and easy access to the vast resources of Los Angeles, including its renowned beaches, entertainment, dining, museums, and other cultural resources.

Interested in Learning More?

Caltech has partnered with Talent Citizen to assist in this recruitment. Please reach out to President Tracy D. Welsh, Senior Associate Rachel K. Partin, and Senior Associate Britni Russell-Bianchi to share your resume and cover letter via email at: c-avpd@talentcitizen.com.

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

Caltech has implemented a mandatory vaccination policy effective October 15, 2021, requiring COVID-19 vaccinations for all employees (with Institute-approved exemptions for religious or medical contraindications only). At present, an individual is deemed "fully vaccinated" when that person has received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series (e.g., Pfizer or Moderna) or a single-dose COVID-19 vaccine (e.g., Johnson & Johnson). Upon eligibility, employees are required to receive the COVID-19 booster as part of the vaccine mandate. As a condition of employment, employees must submit official COVID-19 vaccine documentation. More information may be found [here](#).