



Assistant Dean, Development & Alumni Relations, School of Law
Boston, MA

Boston University School of Law (BU Law) seeks an astute, ambitious, and collaborative Assistant Dean, Development & Alumni Relations (Assistant Dean) to lead fundraising and alumni engagement activities that will advance a well-primed program to increased maturity at a time of visionary ambition at the outset of a campaign that will propel transformational achievement.

BU Law is one of the nation's top 25 law schools, with top-10 ranked programs in health law and intellectual property, and intersectional prowess in civil rights and public interest law. In 1872, the School of Law opened its doors, admitting qualified students regardless of race, gender, or religion—an idea ahead of its time that cemented equity as the bedrock of BU Law. The school swiftly earned its place at the forefront of legal education, pioneering advancements such as the sequenced, three-year curriculum that is now the common standard for legal education in the United States. Over the past 152 years, BU Law's faculty and alumni have made a profound impact across multiple sectors of society. They have argued some of the nation's most consequential cases, advanced the cause of civil rights and equal justice for all people, and fueled innovation in industries from mass media to technology to healthcare. This legacy provides ripe ground for the Development and Alumni Relations team to be innovative and opportunistic in identifying prospects, implementing strategies, and cultivating, soliciting, and stewarding major gifts with a focus on *excellence and access* as the University enters an ambitious multi-billion-dollar comprehensive fundraising campaign.

In partnership with Dean and Ryan Roth Gallo Professor of Law Angela Onwuachi-Willig and Assistant Vice President for School Development Zach Dubin, the Assistant Dean will be chiefly responsible for systematically engaging and soliciting individual prospects who have potential to make significant philanthropic contributions to the law school. In addition to serving as a member of the Dean's leadership team, the Assistant Dean will mentor and provide strategic guidance to six staff members and manage the Dean's Advisory Board in partnership with Dean Onwuachi-Willig. The development program at BU Law is built on a strong foundation, providing the next Assistant Dean with a solid base and significant runway to grow the program, shaping the future of the School alongside a beloved Dean, a warm and excited community of alumni and friends, and with eager and committed team members.

The successful candidate will be an inspiring leader and an effective advocate with all constituents. The Assistant Dean will work in close collaboration with other school- and centrally based colleagues to execute a comprehensive fundraising and engagement strategy for the School. The successful candidate will have at least 14 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 BU Law 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 who will promote and uphold the values embodied within the University's [Diversity Statement](#).

School of Law

The BU Law community strives to be just, inclusive, and engaged. Since its founding in 1872, Boston University School of Law has offered admission to all highly accomplished students without regard to race, gender, or religion—one of the first schools to do so—which is why many BU Law students have gone on to become “firsts” in their fields.

In addition to its renowned JD program, BU Law currently offers four LLM programs, 16 dual degree options, and more than 200 courses and seminars serving more than 1,100 students. There are 88 distinguished full-time faculty members committed to exemplary teaching, rigorous scholarship, and cutting-edge research, assuring one of the finest legal educations in the world.

The Development & Alumni Relations (DAR) Office at the School of Law is responsible for engaging and connecting with more than 25,000 alumni around the world and raising money to further the [mission](#) of the School of Law. The Law School has a 39-member Dean’s Advisory Board, an Alumni Association Executive Committee with over 30 active members, and a highly engaged Young Alumni Council with 29 members. BU Law alumni are members of the University’s Board of Trustees, University Advisory Board, and University Regional Leadership Councils. The Law School receives support from more than 2,000 donors each year, and in the last campaign raised over \$150 million.

Dean Angela Onwuachi-Willig Dean, and Ryan Roth Gallo Professor of Law

Angela Onwuachi-Willig is Dean and Professor of Law at Boston University School of Law. She joined the law school as dean in August 2018. Previously, she served as Chancellor’s Professor of Law at the University of California, Berkeley School of Law, the Charles and Marion Kierscht Professor of Law at the University of Iowa College of Law, and Assistant Professor of Law at the University of California, Davis. She is a graduate of Grinnell College (B.A.), the University of Michigan Law School (J.D.), and Yale University (Ph.D. in Sociology and African American Studies). After law school, she clerked for The Honorable Solomon Oliver, U.S. District Court Judge for the Northern District of Ohio and The Honorable Karen Nelson Moore, U.S. Circuit Judge for the Sixth Circuit Court of Appeals, and worked at both Jones Day and Foley Hoag LLP.

[Dean Onwuachi-Willig](#) is a leading scholar of law and inequality. Her research centers on race, gender, and class inequalities; employment discrimination; affirmative action; and family law. She is author of *According to Our Hearts: Rhinelander v. Rhinelander and the Law of the Multiracial Family* (Yale 2013). Her articles have appeared in leading law journals like the *Yale Law Journal*, *California Law Review*, *Michigan Law Review*, *Georgetown Law Journal*, and *Vanderbilt Law Review*. She is a former Iowa Supreme Court finalist and a recipient of both the AALS Clyde Ferguson and Derrick Bell, Jr. Awards, the Collegiate Teaching and Marion Huit Awards from the University of Iowa, and the Gertrude Rush Award from the Iowa Organization of Women Attorneys and the Iowa National Bar Association. Other honors include placement on the *National Law Journal’s* “Minority 40 under 40” list and *Lawyers of Color’s* inaugural “50 Under 50” List, and election to the American Law Institute (ALI). In the 2017-2018, she served as the William H. Neukom Fellows Research Chair in Diversity and Law at the American Bar Foundation. Dean Onwuachi-Willig serves on the Grinnell College Board of Trustees, the Law School Admissions Council Board, the Purple Campaign to End Sexual Harassment Advisory Board, and the Board and Executive Committee of the Law and Society Association.

Zachary Dubin

Assistant Vice President, School Development

Zach Dubin was named Assistant Vice President for School Development in November 2024. He leads the development and alumni relations teams at BU's College of Communication, College of Engineering, Frederick S. Pardee School of Global Studies, School of Law, and Wheelock College of Education & Human Development. Zach stepped into the AVP role after serving Boston University School of Law for 12 years, most recently as Associate Dean for Development and Alumni Relations. Under Zach's leadership, the School of Law repeatedly surpassed fundraising goals and contributed to the collaborative culture that defines the Office of Development and Alumni Relations at Boston University. Prior to BU Law, Zach raised funds for Dana-Farber Cancer Institute in annual giving and as assistant director for principal and major gifts.

Zach earned a Bachelor of Arts in English and Sociology from Tufts University and a Master of Business Administration with a concentration in leadership and organizational transformation from Boston University Questrom School of Business.

Development & Alumni Relations at BU

With an endowment valued at approximately \$3.5 billion, BU has a legacy of endowment giving in support of faculty chairs and student scholarships. In FY2024, the university raised \$349 million in annual philanthropic support. There are approximately 350,000 known prospects and more than 400,000 living alumni; the alumni giving rate is approximately 10 percent.

BU's [Board of Trustees](#) and the university's executive leadership team are invested in the future of BU and are mobilizing for a comprehensive fundraising campaign, which is currently in the quiet phase. The last campaign for BU, [Choose to Be Great](#), closed in 2019 and raised \$1.85 billion for the university.

Development & Alumni Relations (DAR) comprises a team of 273 professionals in principal, international, and major gifts, foundation relations, annual giving, alumni engagement, stewardship, talent management, and advancement information systems, including database management and prospect research. As BU prepares for another campaign, DAR is reinvigorating its approach to prospect management and analytics. DAR has added a Prospect Information Strategies team that is incorporating prospect analytics and predictive modeling, which includes information and process flows around prospect, portfolio, and pipeline development. They have also added resources to the leadership annual giving and donor experience teams, underpinning the major gifts pipeline with growth in the breadth and depth of the donor base. These are just a few of the exciting areas of investment in staff and resources aimed at supporting the ramp up into the next campaign.

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 learn more about the DAR team, please visit www.bu.edu/dar-talent.

Assistant Dean, Development & Alumni Relations, School of Law

Reporting jointly to the Assistant Vice President for School Development and the Dean of the School of Law, the Assistant Dean for Development & Alumni Relations is a senior executive in the Office of Development and Alumni Relations and at the School of Law. The primary focus for the Assistant Dean is to identify, cultivate, and solicit major and principal gift prospects, partner across DAR, and manage the law school team of six development and alumni relations professionals.

The Assistant Dean will identify, integrate, and coordinate the school's needs with fundraising plans and goals, university development efforts, and alumni programming and activities. They will work with the Assistant Vice President, Senior Vice President, Dean, Development and Alumni Relations staff, alumni, and volunteers to achieve goals in concert with the development master plan and will create goals and strategies that align with the school's strategic direction.

Essential Duties

- **Fundraising:** Develop and implement a comprehensive fundraising program for the School of Law, including managing an active portfolio of major and principal gift prospects. Manage the Dean's Advisory Board, including identifying new Board members, planning and implementing Board meetings twice a year, and optimizing Board member engagement and giving. This will involve close collaboration with the Dean, Assistant Vice President, other DAR colleagues, faculty members, and senior University leaders, including the President.
- **Leadership:** Provide expert fundraising counsel to the Dean, members of the faculty, department chairs, and alumni volunteers. Build collaborative working relationships with School of Law leaders, faculty members, researchers, and colleagues in the Development and Alumni Relations office. Foster productive relationships between and among faculty members, prospects, and donors. Serve as member of the school's senior leadership team representing DAR in faculty meetings and other assignments deemed critical to the fundraising/alumni relations agenda by the Dean and the Assistant Vice President. Serve as a key external spokesperson for the school at industry gatherings and other events outside the University.
- **Management:** Lead and manage Law-based development staff, with four direct reports and a total staff of six, including recruiting and evaluating staff members, and assessing progress toward goals, including coaching and mentorship. Provide leadership on major gift cultivation and solicitation strategies to Law staff, and actively participate in Development and Alumni Relations senior leadership prospect and policy initiatives.
- **Communications:** Working with the law school's Marketing and Communications team and DAR

Development and Communications team, develop communications designed to enhance giving to the law school including the school's development website, social media, magazine, and donor report. Serve as the School of Law's information resource for Development and Alumni Relations. Guide law-related major gift and industry relations activity in DAR. Serve as the key contact and spokesperson for School of Law philanthropy.

Experience and Qualifications

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

- Proven ability to work within an environment that values diversity, equity, and inclusion and with people from a broad range of interests and backgrounds
- A Bachelor's degree
- 14 years of experience including eight years of demonstrated leadership
- 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
- Entrepreneurial in nature: creative, self-starting, and oriented toward action and results
- 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

This is a Boston-based position. 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](#).



Compensation

Compensation is highly competitive and budgeted in the range of \$210,000 – \$230,000 annually, depending on experience. 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, Managing Associate Rachel K. Partin, and Associate José Cisneros to share your resume and cover letter via email at: bu-adlaw@talentcitizen.com.

Boston University is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, natural or protective hairstyle, religion, sex, age, national origin, physical or mental disability, sexual orientation, gender identity, genetic information, military service, pregnancy or pregnancy-related condition, or because of marital, parental, or veteran status. Boston University is a VEVRAA Federal Contractor.

Information about BU's COVID-19 policies is available [here](#).

About 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. Boston University is committed to generating 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.

Access and affordability are among the visionary initiatives outlined in the [Strategic Plan](#) for 2030, which will form the foundation for an upcoming comprehensive campaign. The five guiding university priorities are: ensuring a vibrant academic experience; diversity, equity, and inclusion; producing research that matters; creating community, big yet small; and fostering global engagement.