



**Major Gift Officer, Northeast**  
*Boston, MA*

Boston University (BU), a private research university founded in 1839, seeks a collaborative, energetic, and entrepreneurial Major Gift Officer, Northeast (MGO) to join its Major Gifts team at an exciting time of growth and momentum. As BU prepares to embark on its next multi-billion-dollar comprehensive campaign, the MGO will play a pivotal role in driving philanthropy in the dynamic Northeast region, home to the largest concentration of the University's alumni and a valued network of generous and enthusiastic donors, parents, and friends.

The BU community is alive with excitement as President Melissa Gilliam, a medical doctor, MacArthur-grant winning researcher, and adolescent health advocate assumed the University presidency on July 1, 2024. BU has always been a hub for innovation and inclusivity. It was the first university to open all divisions to female students in 1872 and one of the first to establish a study abroad program. Today, BU is one of the largest nonprofit universities in the country and its diverse community includes more than 37,557 students—a third of whom come from countries outside the United States. This inclusivity is one of the greatest institutional strengths of the University, underpinned by its commitment to making BU accessible and affordable for all qualified students through initiatives like the [Century Challenge](#). This unique philanthropic tool greatly increases scholarship support and provides access to the best and brightest students around the world. By participating in the Century Challenge, a donor establishes an endowed scholarship fund of \$100,000 or more, and the University matches the income distributed from that fund for scholarship purposes for 100 years. Under the leadership of President Gilliam, BU's traditions of intellectual courage, academic rigor, service, openness, creativity, and the arts will serve as tools to drive the University's next era of transformation.

The MGO will report to the Senior Director, Major Gifts, Northeast and collaborate with colleagues across the University to ensure a coordinated and thoughtful approach to all activities meant to engage prospects and donors in the region, helping to inspire higher levels of philanthropic support. The MGO will utilize data and research to identify prospects, develop meaningful cultivation plans, and formulate effective solicitation strategies to engage prospects capable of making gifts of \$100,000 or more. Working closely with colleagues across Development & Alumni Relations (DAR) and partners in BU's schools and colleges, the MGO will ensure an exceptional donor giving journey—from identification and solicitation to gift closure and stewardship.

The ideal candidate will be a values-driven, goal-oriented professional with at least five years of experience building and nurturing strong partner or client relationships within a complex organization. They should have a strong understanding of advancement, knowledge of university culture, and the ability to build trust and collaboration among diverse stakeholders. The successful candidate must have exceptional verbal, written, and presentation skills and a collegial, team-building style with a demonstrated ability to cultivate productive, collaborative relationships. The next MGO will contribute to a professional work environment that rewards individual and collective success, builds confidence, and promotes diversity in all its forms. 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](#).

## 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.

### Dr. Melissa L. Gilliam

President, Boston University

BU's President, [Dr. Melissa L. Gilliam](#), is a national leader in faculty recruitment and student success and a champion of diversity and inclusion. Dr. Gilliam is a professor of obstetrics, gynecology, and pediatrics; her scholarship focuses on developing interventions to promote adolescent health and well-being. Dr. Gilliam graduated from Harvard Medical School and earned a Master of Public Health from the University of Illinois Chicago. In addition to her deep background in the sciences and medicine, she studied English literature at Yale University and earned her Master of Arts in philosophy and politics from the University of Oxford.

Before her appointment as BU President, Dr. Gilliam served as the executive vice president and provost of The Ohio State University, overseeing 15 colleges and six campuses and the Office of Academic Affairs, including undergraduate education, graduate education, international affairs, diversity and inclusion, external engagement, online learning, and information technology.

### Riane Metcalfe

Senior Director, Major Gifts, Northeast

Riane Metcalfe leads a team of fundraisers and manages a portfolio of prospects and donors as a senior leader on the Major Gifts team, setting the regional strategy to engage BU's leading prospects and donors in the Northeast.

Prior to joining BU, Metcalfe was Director of Development at the University of New Hampshire, where she served as the lead fundraiser for the College of Life Sciences and Agriculture, the Sustainability Institute, and the Carsey School of Public Policy. Metcalfe led fundraising initiatives during the university's comprehensive campaign, while managing board-related activities. Before stepping into the role of Director of Development, she was Associate Director of Development for the University of New Hampshire Paul College of Business and Economics. Previously, Metcalfe worked at The Trust for Public Land as Institutional Giving Manager, where she worked on a regional scale along the Atlantic seaboard. Metcalfe began her fundraising career at the Family Equality Council.

Metcalf earned a Bachelor of Arts in English with a concentration in Writing from Plymouth State University.

## 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 455,000 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](http://www.bu.edu/dar-talent).

## Major Gift Officer, Northeast

The Major Gift Officer, Northeast is a member of the Major Gifts team, a cohort of fundraisers focused on securing gifts of \$100,000+ from Boston University alumni, parents, and other individuals. In addition to fundraising across six regions nationally, the Major Gifts team comprises colleagues leading the University's Athletics and Parent & Family Philanthropy programs. The Major Gifts team plays a key role in fundraising for

University initiatives such as the [Newbury Center](#) for first-generation student success, the [BU Arts Initiative](#), the [Student Wellbeing](#) initiative, and [Innovate@BU](#), among other priorities.

The MGO will plan and advance a wide range of fundraising activities, programs, and priorities for the Northeast region. Reporting to the Senior Director, Major Gifts, Northeast, the MGO will work closely with colleagues across BU's 17 Schools and Colleges in pursuing major gifts for endowed chairs and scholarships; identify and cultivate prospects; develop solicitation strategies and coordinate the involvement of other administrators, faculty, alumni, and volunteers; and oversee various special projects as assigned by the Assistant Vice President, Major Gifts and Senior Director, Major Gifts, Northeast.

## Essential Duties

- Prospect qualification, cultivation, solicitation, and closure of leadership gifts at the \$100,000-plus level throughout the Northeast region. Coordinate and orchestrate prospect strategies with the appropriate deans and school-based development officers and work in tandem to assure the highest and best use of time, budget, and personnel. Work with supervisors to devise specific strategies and timetables for the successful solicitation of individuals, including the use of planned giving vehicles where applicable. Targeted goal of 10 visits a month and annual dollar goal as determined by Senior Director, Major Gifts, Northeast.
- Assist the Senior Director, Major Gifts, Northeast in the management of the New York Regional Leadership Council. Recruit new members, cultivate existing members, and support regular meetings of the Council and related event planning. In addition, integrate broader Alumni Engagement and University event activities as a component of the overall development strategy.
- Coordinate with Stewardship & Donor Relations to keep donors up to date on their gifts and impact, happenings at the University in their areas of interest, and major changes within the University as a whole. Inform schools, colleges, and departments while moving prospects through the major gift cycle.
- Establish long-range goals and objectives for development programs and activities in the Northeast region that reflect academic priorities for private support. Prepare operating plans designed to facilitate achievement of these goals and objectives as a component of the University-wide major gifts plan.

## Experience and Qualifications

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

- Bachelor's degree
- Five or more years of directly related experience, which could include sales and business development in a complex organization, and preferably including at least three years of experience with frontline solicitation.
- A demonstrated track record in the cultivation, solicitation, and stewardship of high-level donors with experience personally soliciting and closing gifts of five figures and above.
- Outstanding track record of building and developing customer relationships
- Strong understanding of development and philanthropy; experience dealing with major gift prospects preferred

- Effective experience in enlisting and interacting with senior-level leadership volunteers and committees, both internally and externally
- Strong verbal, written, and presentation skills
- Understanding of university culture and process for decision-making and program development required
- Comfort level working in a team-oriented environment required, and must be results oriented and a self-starter
- Ability and willingness to travel required

## Location and Schedule

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 \$110,000 - \$115,000 annually, depending on experience. Boston University offers a comprehensive [benefits package](#), which adds significantly to the employee's total compensation package.

## 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-mgon@talentcitizen.com](mailto:bu-mgon@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](#).