



Boston College Office of University Advancement



"If you want to grow in your career, and you want to learn, and you want to do it in a great place with great people, you come to BC." -Andrew Davidson, Senior Vice President

Find Your Purpose. Make An Impact.

Boston College, the first institution of higher education to operate in the city of Boston, is today among the nation's foremost R1 universities, a leader in the liberal arts, scientific inquiry, and student formation. While being true to its roots, BC is committed to being the world's leading Jesuit, Catholic university. Those ambitious goals distinguish Boston College from its peers in higher education worldwide and reflect its desire to work for the transformation of the world.

As we enter the third year of the public phase of **Soaring Higher: the Campaign for Boston College**. Driven by our mission in ways that advance the university for years to come, priority areas for this \$3B comprehensive campaign include Financial Aid, Academics, and Student Life.

About the Office of University Advancement

Based on a fundamental Jesuit tenet of developing the whole person, University Advancement is large enough to benefit from many campus resources, yet small enough to be agile and creative in supporting all associates. With an average tenure of close to 10 years at Boston College, our 250-person centralized organizational structure offers a variety of roles across fundraising, alumni relations, operations, and communications and engagement. We invest in the professional growth of every staff member through individual and team-based programs.



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Likewise, we aim to attract the very best, seeking team members who are as ambitious and as committed to our team as we are. We value an inclusive culture while actively promoting team members who contribute to the success of University Advancement.

See below the current opportunity to begin (or return to!) your Boston College experience!

Title:	Assistant/Associate Director, Schools & Programs
Salary Range:	Title and salary commensurate with relevant experience based on the following titles and full-time equivalent hiring ranges: <ul style="list-style-type: none">• Assistant Director: \$65,550 - \$81,950; 1-3 years experience• Associate Director: \$72,450 - \$90,550; 3-5 years related professional experience• Associate Director: \$77,950 - \$97,450; 5+ years related professional experience

JOB DESCRIPTION:

Reporting to the Executive Director of Schools & Programs, the Assistant/Associate Director (AD) will serve as a content expert for a portfolio of schools and programs that comprise BC's most prominent areas of research, teaching, and service. As a content expert, the AD will serve as a resource to colleagues in functional areas across UA, primarily Development, Stewardship, Communications, and the Alumni Association. The AD will be responsible for supplying verbal and written content and access to relevant university partners. They will also play a key role in ensuring consistency and accuracy of messaging across these functions and maintain relationships with campus partners, noting that many relationships with senior administrators will require coordination with Directors and the AVPs. On occasion, may be asked to develop new areas of expertise and/or work on other projects as assigned.

Will be responsible for developing written content that can be used effectively for numerous Advancement purposes, including proposals, appeals, reports, and correspondence. The AD will also be expected to work with Prospect Research to help identify a pipeline of constituent and non-constituent prospects for the schools and programs in their areas of coverage.

At the Associate Director level, the incumbent will manage a small portfolio of prospects whose gifts are connected to their areas of content expertise. As they progress developmentally, this portion of the job may increase commensurate with skills and career aspirations.



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JOB REQUIREMENTS:

This position requires a bachelor’s degree or higher, and for the Assistant Director position, 1-3 years of professional-level experience in higher education or a minimum of two years professional experience in a relatable fundraising area; for the first level Associate Director position, 3-5 years of experience in a higher education setting, with particular emphasis on communications, stewardship, project management, and some frontline fundraising; for the second level Associate Director, a minimum five years of experience in a higher educational setting, with particular emphasis on communications, stewardship, project management, and some frontline fundraising.

To be successful, the AD must possess: intellectual rigor; the ability to bridge sectors; excellent written and verbal communication skills; the ability to understand the needs of- and work equally effectively with university officials and staff colleagues; and the ability to manage time and conflicting priorities.

Must be a team player who is highly motivated and dedicated to the goals of advancing higher education and have an appreciation for Jesuit Catholic education and the goals and values of Boston College.

The office of University Advancement supports the mission of Boston College by promoting a culture of inclusion that values each individual. Our recruiting practices support that commitment to build teams reflecting our community: students, alumni, parents and friends of Boston College.

We also offer a highly competitive and comprehensive benefits program.
Click below for details.



Comprehensive medical, dental, and vision insurance plans



Immediate 100% tuition remission for employees



More Human. More Resources.
Free 24/7 access to the University’s Employee Assistance Program



Immediate eligibility for the University’s 403(b) plan



Campus and corporate employee discount programs



Ample vacation time and holiday observances