



POSITION DESCRIPTION

Chief Advancement Officer
Benjamin Franklin Institute of Technology
Boston, MA
www.bfit.edu

The Chief Advancement Officer position represents an outstanding career opportunity for the experienced fundraising leader who wants to partner with a dynamic college president and drive a development program for a strong nonprofit with a truly inspirational mission. Established in 1908 through a bequest from Benjamin Franklin and a matching gift from Andrew Carnegie, Benjamin Franklin Institute of Technology (BFIT) is a private, non-profit college that educates urban youth and places them in well-paying jobs in growth industries. Its innovative and effective curriculum combines instruction in technical skills with training in areas that help ensure workplace success, such as communications, critical thinking, information literacy, and problem solving.

A thriving and unique college—the only private, nonprofit two-year educational institution in Massachusetts—BFIT is recognized for its outcomes at the local, regional, and national levels. Distinctions include:

- The college awards scholarships to nearly 90 percent of its student body, almost \$2.5 million annually.
- BFIT achieves a graduation rate twice the national average for two-year colleges and three times that of public two-year colleges in Massachusetts, even though BFIT's student body has several characteristics that would identify the students as at-risk of failure in college.
- BFIT places over 90 percent of graduates into good jobs or advanced higher education.

The fundraising program at BFIT is young & entrepreneurial and benefits from the active involvement of volunteer leadership. Last year the college raised \$2 million from individuals and foundations while launching new initiatives and building more than \$1 million in the quiet phase of a capital campaign set to go public in 2019.

Notably, BFIT has won several grants from the National Science Foundation for curriculum development and scholarships, and was recently awarded a \$2.2 million, five-year Title III grant from the federal Department of Education. With strong and stable academic, organizational, and board leadership, the college is well positioned for growth in development. This is a prime opportunity for a visionary and proven leader to make their mark at a small shop on the cusp of empowering transformational growth for this urban college.

Benjamin Franklin Institute of Technology is located at 41 Berkeley Street, in Boston's historic South End. The campus features three buildings, including the historic Franklin Union building. BFIT has 12 general classrooms, 27 specialized laboratories, a library, an Academic Success Center, an auditorium that is a 1/3 replica of Symphony Hall, and a student lounge.

Today's BFIT: Assisting Urban Students *and* Filling Essential Jobs in the Commonwealth

For more than 100 years, BFIT has provided opportunity for Boston-area youth to train in skills that lead to stable jobs and a good quality of life. Recently the Institute for a Competitive Workforce brought together 50 business leaders from across the nation to discuss the current skills gap facing American employers. Overwhelmingly, the roundtable participants agreed that regardless of unemployment rate, they cannot find skilled workers to meet their companies' needs in STEM functions (science, technology, engineering, and math).

BFIT is highly effective because it prepares students to fill these vital jobs *and* helps Boston area students obtain the education they need to achieve career success. In fact, a BFIT education, with its focus on STEM education and training, can enable graduates to earn starting salaries that rival, and in some cases, outpace those of college graduates with four-year degrees in the liberal arts.

BFIT currently enrolls a highly diverse student body of almost 600 students from Greater Boston and beyond. More than half of students are first-generation in their families to attend college, and the median household income at college entry is less than \$24,000 a year. To maintain accessibility to higher education, tuition has remained flat for seven years at \$16,950 per year for the associate degree programs.

Unlike most two year colleges, which are experiencing declining enrollment, BFIT has grown its enrollment more than 20% in the past five years. Students are drawn by new and stalwart dynamic courses of study that meet market demand for well-trained employees. More than 80 percent of BFIT's students are in associate degree programs, but there are three levels of education leading to career success at BFIT:

Associate in Science Programs

- Automotive Technology
- Biomedical Engineering Technology
- Computer Engineering Technology
- Construction Management
- Computer Technology (including an Audio Visual Technology track)
- Electrical Technology
- Electronic Engineering Technology (including a robotics track)
- Health Information Technology
- Mechanical Engineering Technology
- Opticianry
- Technology Business & Management

Bachelor of Science Degree Programs

- Automotive Management
- Electrical Engineering
- Health Information Technology
- Mechanical Engineering Technology

Certificate Programs

- Automotive Technology
- HVAC&R
- Practical Electricity

BFIT's Leadership: Strong and Effective

This position reports to Anthony Benoit, who was named President on January 1, 2014. Prior to joining BFIT in August 2011 as Academic Dean, Mr. Benoit was division director for technology programs and professor of environmental technology at Three Rivers Community College in Connecticut. The technology division of Three Rivers grew by more than 60 percent under his leadership through improved outreach and expanded industrial partnerships. In addition to 20 years of experience in higher education, Mr. Benoit also has more than a decade of experience in private industry. For 17 years he ran an environmental laboratory and consulting firm that supported businesses, individuals, and water companies in public health and regulatory compliance.

He has a bachelor's in Molecular Biophysics and Biochemistry from Yale, an MA in Psychology from Connecticut College, and an MS in Environmental Engineering from the University of Connecticut. Mr. Benoit leads the school with the ongoing support of senior staff, known as the President's Administrative Council (PAC). This team includes: Chief of Advancement Officer (vacant), Chief of Staff, Chief Financial Officer, Dean of Academic Affairs, Dean of Student Services, Dean of Recruitment, Dean of Information Technology, Director of Human Resources, and Director of Career Services and Industry Partnerships.

Institutional Advancement at Benjamin Franklin Institute of Technology

Twenty percent of the school's operating revenue comes from fundraising, an area targeted for growth. In recent years the school has raised \$2 million annually with more than half of funds raised coming from private foundations. In addition to corporate/foundation relations, development at BFIT encompasses major gifts, an annual giving program, Board relations, special events, and alumni engagement.

The chief fundraiser collaborates with all members of PAC, but most often with the Office of the President and Career Services & Industry Partnerships (CSIP) in advancing and stewarding relationships with the companies and individuals who are compelled by BFIT's mission and graduates.

The \$10 million Opportunity Campaign

A central component of the college's strategic plan is a capacity-building fundraising campaign with a \$10 million goal. Fully supported by BFIT's Board of Trustees, the campaign is currently in the quiet phase. This fundraising initiative will help ensure the college's future while supporting financial aid, academic program expansion, IT infrastructure and classroom technology enhancements, and facility improvements. In addition to campaign efforts, other high potential growth areas include major and giving, and an alumni council.

Chief Advancement Officer Position

BFIT leaders envision a consummate fundraiser who possesses a solid track-record of closing gifts while leading strong teams. In addition, they should be able to make the case for support with enthusiasm, highlighting the college's recent successes, which include an upswing in admissions and graduate placements and the significant expansion of industry partnerships. They will develop strategy and simultaneously perform the hands on work needed to grow and strengthen the program. The new Chief of Advancement will implement the public phase of the Opportunity Campaign, ensure continuity of development operations, manage an individual giving portfolio and contribute to foundation relations strategy. The candidate will relish taking an evolving fundraising program to the next level of excellence. In addition to being familiar with all facets of fundraising, he or she will have experience managing, mentoring, and building a strong team.

This is an excellent career opportunity for an experienced professional to serve in the lead fundraising role and as a key member of the institution's executive team. Reporting to President Benoit, the Chief of Advancement will oversee a Senior Director of Development, whose focus is on foundation relations, and a Development Associate.

First-year Expectations:

- Gain an understanding of BFIT's culture and organizational goals and strategies to communicate funding priorities.
- Develop and execute a plan to expand the Capital Campaign from the quiet phase into a public launch to move this capacity-building campaign to the next stage.
- Extend efforts made by predecessors to educate, cultivate, and grow the current donor base and to advance fundraising strategy in innovative ways (e.g. web-based, social marketing, direct mail).
- Capitalize on recent renewal and growth of the Board of Trustees to expand the college's philanthropic network and achieve strategies for individual or foundation giving and major gifts.
- Expand the pipeline of individual donors and prospects for both annual giving and significant capacity-building gifts.
- Expect initially to spend 70 percent of time in direct fundraising—including solicitations, volunteer management, and oversight of friend-raising and fund-raising events—and 30 percent of time managing programs and staff.
- Work with the two full-time development staff with consultants on retainer to build on successes including strong traction with foundations, a growing board, and increasing external recognition of the BFIT brand.

Long-term Expectations:

- Lead department to achieve fundraising growth in key areas, in particular major and capital giving.
- Manage an ongoing successful program of annual giving, major gifts, planned giving, corporate and foundation relations, and alumni relations.
- Increase communications to current donors, graduates, and corporate partners resulting in strong and ongoing alliances.
- Oversee Senior Director, Development Associate and launch an Alumni Council that can form the foundation of a planned-giving program.

Qualifications:

- College degree and 8+ years of development (or related) experience with demonstrated success in progressively responsible positions. Experience in mission-driven organizations and/or small institutions of higher education preferred.
- At least five years' managerial experience and a track-record of launching new programs.
- A background working in partnership with and staffing a top institutional leader and performing as a strategic member of a senior staff.
- Proven success in major gifts and corporate/foundation relations—with demonstrated history of personally closing six and seven-figure gifts.
- Familiarity with all aspects of fundraising—annual giving, major/planned gifts, corporate and foundation relations, events, communications, as well as board and alumni relations.
- Excellent organizational skills and confidence in building relationships with a high-degree of discretion and poise.
- A facility interacting with diverse constituencies, including board, major donors, corporate leaders, students, faculty, and alumni.

Submit resumes with a cover letter to:

Diane Daniels, Director of Human Resources
Benjamin Franklin Institute of Technology
41 Berkeley Street | Boston, MA 02116
ddaniels@bfit.edu

Salary commensurate with experience. Due to the accelerated pace of this search, only applications received by Friday, January 11, 2019 will receive full consideration. No phone calls please.

Applicants who may not exactly meet these qualifications are encouraged to describe, in writing, why they would nonetheless contribute substantially to the success of the college and fulfill the requirements of the job. Benjamin Franklin Institute of Technology is an Equal Opportunity Employer and does not discriminate based on race, religion, age, sex, gender identity, sexual orientation, or physical ability.