# POSITION SPECIFICATION

## 2013

<table>
<thead>
<tr>
<th>POSITION</th>
<th>Vice President of Development and Alumni Relations</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORGANIZATION</td>
<td>New York Law School</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.nyls.edu/">http://www.nyls.edu/</a></td>
</tr>
<tr>
<td>LOCATION</td>
<td>New York, NY</td>
</tr>
<tr>
<td>REPORTING</td>
<td>The Vice President will be a member of the senior management team of New York Law School, reporting to Dean and President Anthony W. Crowell.</td>
</tr>
</tbody>
</table>

## ABOUT THE ORGANIZATION:

New York Law School, an independent law school founded in 1891, has long been at the forefront of legal education. Located in the heart of New York City’s legal, government, financial, and emerging tech centers, New York Law School sets the standard for teaching, technology and the exchange of ideas. Top-notch professors and passionate students collaborate on projects that have real-world impact. Alumni are succeeding in traditional and non-traditional career paths, with the School continuing to graduate students who go on to hold high elected and appointed office in the City and State, lead large and small firms, and gain broad recognition as captains of business and industry, all while advancing justice at all turns. New York Law School embodies the qualities that make New York City the capital of the world: diversity, independence, innovation, and tenacity.

The School is noted for its nine academic centers: Center for Business & Financial Law, Center for International Law, Center for New York City Law, Center for Professional Values and Practice, Media Center, Center for Real Estate Studies, Diane Abbey Law
Center for Children and Families, Institute for Information Law & Policy, and Justice Action Center.

New York Law School has approximately 15,000 graduates. Currently it enrolls about 1,500 full-time students and part-time students in its J.D. program. New York Law School also has five advanced degree programs in American business law, financial services law, real estate, tax, and mental disability law studies. New York Law School prides itself on attracting a highly diverse student population.

In 2009, New York Law School moved into a new modern glass and steel academic building in TriBeCa, an architecturally striking, 235,000 square-foot, state-of-the-art facility, which became the first institutional building project completed in downtown Manhattan since 9/11.

In 2016, New York Law School will mark its 125th anniversary, which provides an opportunity to launch a new "lead-up" campaign to reintroduce the Law School to New York City and beyond.

ABOUT THE DEAN AND PRESIDENT:

Dean Anthony W. Crowell, long-time Counselor to New York City Mayor Michael R. Bloomberg and active member of New York City's legal and civic community, took the helm of New York Law School in May 2012 as its 16th Dean and President. In his first year, Dean Crowell has worked aggressively to restructure key areas of the Law School, and rebranded it as "New York's law school." New York Law School is poised to harness its existing strengths, be an entrepreneur in developing new opportunities, and carve out a unique position for itself in the legal life of New York, as detailed in the Law School's new strategic plan to be issued this summer.

ABOUT THE OPPORTUNITY:

New York Law School seeks a highly talented, ambitious and driven fundraising executive to serve as Vice President of Development and Alumni Relations. He/she will partner with Dean Crowell and a committed Board of Trustees to spearhead new strategic directions for development and capitalize on its many opportunities, such as the 125th anniversary. Key priorities of this position are to build community, strengthen alumni relations, and significantly increase overall fundraising efforts, activities and results.
In partnership with the Dean, the successful candidate will reimagine and relaunch New York Law School’s current $100 M campaign. He/she will craft and oversee a high-caliber, comprehensive fundraising program that collaborates with and leverages the strengths of internal and external stakeholders, identifies creative fundraising vehicles and grows the overall revenue opportunities for the School.

**Key responsibilities include:**

- Championing a comprehensive awareness and fundraising program, including major individual gifts, grants/institutional giving, annual fund and campaign activities to support the School, including the successful implementation of the new programs and initiatives set forth in the strategic plan;
- Engaging and directing Board fundraising activities and special constituencies institution-wide, ensuring a strong, productive and motivated Board;
- Strengthening ties with alumni and linking them with faculty, administration, current students and each other to promote connectedness for mentoring, networking, and career opportunities, and a culture of giving;
- Leveraging, developing and maintaining close working relationships with current and potential donors and the greater philanthropic community;
- Overseeing signature events, as well as a variety of cultivation, stewardship, and other donor-related activities;
- Cultivating and launching additional affinity, as well as regional, alumni groups while also engaging the existing groups;
- Strategically assessing and building a high-performance development team; recruiting, training, supervising and galvanizing staff while instilling an entrepreneurial approach to fundraising; and
- Overseeing all planning, administration, reporting, and budgeting for the department.

**QUALIFICATIONS AND EXPERIENCE:**

The successful candidate will be a strategic and entrepreneurial fundraising executive who is energized by the opportunity to help New York Law School reintroduce itself to the broader community. A proactive and goal-oriented leader with executive presence, he/she will have a track record of accomplishment and impact, including building and cultivating high-performing fundraising programs and teams. The new Vice President will be creative, innovative and knowledgeable about current trends and best practices
in fundraising, with the vision and know-how to quickly and effectively design strategy and then move the agenda forward.

A deep knowledge of and established network in the greater New York City philanthropic community is essential, with knowledge of the legal community a plus. The successful candidate will also be passionate about legal education’s contribution to society, and eager to uphold New York Law School’s commitment to a diverse population of students.

Key Professional Attributes Include:

- A minimum of 10+ years of senior level fundraising experience from a leading New York City institution;
- Adept at an array of fundraising approaches/tactics, including individual, corporate, and foundation gifts; annual fund and capital campaigns; alumni relations; event management, e-philanthropy and social media;
- A track record of securing major individual and institutional gifts with the proven ability to manage all stages of the major gift pipeline including identification, cultivation, solicitation and stewardship;
- Highly skilled in engaging, managing and motivating a committed President and Board of Trustees;
- Exceptional relationship-building savvy, with the ability to manage and collaborate with internal and external stakeholders;
- Strategic and resourceful, with demonstrated leadership skills, a broad and diverse professional network across all sectors in New York City and beyond, and the ability to get things done; and
- New York City savvy, style and street smarts.

Key Personal Attributes Include:

- Superior interpersonal skills with the executive presence, sophistication and personal style to represent the organization both internally and externally;
- Strong management and organizational skills; able to set priorities and drive results;
- Ambitious, relentless and strategic with high energy and enthusiasm for fundraising and networking;
- The highest standards of ethics, integrity and respect; and
• A passion for New York Law School’s mission, future, and power to contribute to New York City and beyond.

EDUCATION:
BA required; advanced degree, especially a law degree, a plus.

TRAVEL:
Willingness to travel as appropriate.

COMPENSATION:
Competitive compensation and an excellent benefits package will be offered to the successful candidate.

CONTACT:
New York Law School invites inquiries, nominations and applications. Please email cover letter and resume in confidence to:

NYLS@sandlerassociates.org
Sandler Search Associates
880 Third Avenue, 16th Floor
New York, NY 10022
Web site: www.sandlerassociates.org

New York Law School is an Equal Opportunity Employer.