



WAYNE STATE
UNIVERSITY

Procurement & Strategic Sourcing
5700 Cass Avenue, Suite 4200
Detroit, Michigan 48202
(313) 577-3734

Division of Finance and Business Operations

March 6, 2023

RE: Senior Major Gift Officers for the School of Medicine and College of Engineering

To Whom It May Concern:

Wayne State University is seeking individuals to fill the position of Senior Major Gift Officers. There are three (3) positions for the School of Medicine and one (1) position for College of Engineering. Your firm was suggested as one of several to submit a quotation to conduct an executive search for a highly qualified individual to fill this position. This letter serves as a request for proposal and references for this purpose.

The Position Description is enclosed with this letter, and we anticipate an annual compensation of approximately \$80,000 - \$90,000 for the positions at the School of Medicine and \$75,000 - \$80,000 for the position at the College of Engineering. The salary range is commensurate with experience.

If you are interested in working with Wayne State University to locate and hire the best person for the important positions, please submit your quotation for services and fees along with references for similar hires and your letter of engagement to the University Procurement & Strategic Sourcing. Delivery of Proposals are by electronic submission. The link for submission will be posted with the RFP details at <http://go.wayne.edu/bids>. When visiting the Website, click on the "Service" link in green. You can also use the following link to directly access the submission form: <https://forms.wayne.edu/63ffc5ba02a19>.

Please respond to this request by 2:00 p.m. E.S.T. on March 15, 2023, as follows:

Wayne State University
Attn: Miriam Dixon
Online Submission Link:
<https://forms.wayne.edu/63ffc5ba02a19>

Thank you for your interest in doing business with Wayne State University. Should you have any questions or concerns, please contact me.

Sincerely,

Miriam Dixon

Miriam Dixon
Associate Director
Procurement & Strategic Sourcing

Enclosure

cc: Sharon Progar, Senior Director, Business Affairs Development Office
Kenneth Doherty, Assistant Vice President, Procurement & Strategic Sourcing

**Wayne State University
Senior Major Gift Officers
Executive Search Services**

This section of the RFP lists requirements that require specific written responses or confirmations. To be considered for selection, the search firm must demonstrate in their proposal that it meets the following requirements and has provided all required information.

SCOPE OF WORK

The University is seeking a full-service Executive Search Firm to execute a successful search for our **Senior Major Gift Officers for the School of Medicine and College of Engineering**. The salary range for the positions is anticipated to be approximately \$80,000 - \$90,000 for the School of Medicine and \$75,000 - \$80,000 for the College of Engineering. The salary range is commensurate with experience. The consultant will be expected to undertake, at a minimum, the design and execution of all steps to define the search, development of a collaborative description of duties for the positions, find and recommend potential candidates that meet all requirements for the positions to the University.

The positions will be posted on the Wayne State University online hiring system. The final candidate must complete an online application in the System and submit his or her resume in accordance with University policy. Any and all applications will be forwarded to the selected search firm for consideration. If feasible, the awarded firm will be given Guest Access to the University's online hiring system to view applications as they come to the University.

Key Project Deliverables

The selected search firm shall have extensive experience in performing searches for higher education clients, preferably with specific experience in recruiting for the highest-level executive positions for colleges and universities. The search firm must demonstrate an understanding of higher education fundraising search processes and should also have a proven national presence and capability to identify and recruit not only those individuals who may be in the job market, but those who may not be actively searching for a new position.

We ask that your proposal include the following information.

1. A brief description of your firm, including information relating to its organization and management practices.
2. Your firm's experience with urban research universities, if any.
3. Your firm's experience with successful placements for positions similar to the one for this RFP, and the names of those institutions in which those individuals were placed.
4. The name, biography and resume of the lead consultant who would be assigned to work with us, should your firm be successful in obtaining this contract.
5. An overview of how your firm views the role of the search committee members in the search, and the process you will use to build a pool of qualified candidates.
6. A list of at least three references from clients, including point of contact, company name, address, phone, and email.

A schedule of fees. In addition, an explanation of your billing practice should be provided in case of a failed or incomplete search (i.e., no candidate selected) or the case of a successful candidate who leaves in less than a year.

General Information

The University reserves the rights to accept, reject, modify, and/or negotiate any and all proposals received in conjunction with the Request for Proposal. It reserves the right to waive any defect or informality in the Proposals on the basis of what it considers to be in its best interests. Any proposal may be rejected which the University determines to be incomplete, conditional, obscure, or has irregularities of any kind.

This Request for Proposal (RFP) in no manner obligates the University to the eventual purchase of any services described, implied, or which may be proposed, until confirmed by written agreement, and may be terminated by the University without penalty or obligation at any time prior to the signing of an Agreement or Purchase Order.

Proposals are subject to public review after the contracts have been awarded. Firms responding to this RFP are cautioned not to include any proprietary information as part of their Proposal unless such proprietary information is carefully identified as such in writing, and the University accepts, in writing, the information as proprietary.

If you have any questions regarding this bid, please contact me by email at miriam.dixon@wayne.edu.

Please respond to this request by 2:00 p.m. E.D.T. on March 15, 2023, as follows:

Wayne State University
Attn.: Miriam Dixon
Online Submission Link:
<https://forms.wayne.edu/63ffc5ba02a19>

JOB DESCRIPTION

Senior Major Gift Officers

Job Purpose

Provide expertise and experience while participating in fundraising efforts, strategies and initiatives for the School of Medicine and the College of Engineering. Manage a prospect portfolio to achieve aggressive fundraising and contact goals annually. Cultivate, solicit and steward major gift donors to meet established fundraising goals within the allocated expense budget.

Essential Functions

- Serve in the role of seasoned professional by providing expertise and guidance in identifying fundraising needs and priorities. Collaborate with the AVP and Sr. Director of Major Gifts, Dean, Department Chairs and faculty. Develop major gift fundraising plans and strategies. Establish realistic and achievable timeline. Remain current with fundraising trends.
- Manage a prospect portfolio to achieve aggressive fundraising and contact goals annually. Establish and implement prospect qualification, cultivation, and solicitation strategies with a particular focus on securing commitments of \$25,000+. Engage university leadership and school/college colleagues as appropriate to support prospect strategies.
- Responsible for achieving annual fundraising goal and assisting in meeting unit and division goals; allocating and prioritizing time and resources to achieve the greatest return on investment. Performance and productivity will be measured on the following core metrics as determined annually:
 - Dollars raised for campaign gift commitments
 - Number of major gift solicitations of \$25,000+
 - Number of major gift closures at \$25,000+
 - Number of face-to-face prospect and donor meetings (in-person and virtual visits)
 - Number of meaningful, significant contacts each month
- Serve as seasoned resource with Development units (e.g., Corporate Relations, Foundation Relations, Donor Experience, Planned Giving, and Prospect Development) as well as other university units to ensure operational efficiencies within the unit.

- Draft and negotiate gift and pledge documentation ranging from moderate to high complexity. Ensure timely routing of donor contributions to central development for processing.
- Perform other related duties as assigned.

Qualifications

Education:

Bachelor's degree

Graduation from an accredited college or university with a degree in marketing, public relations, business administration or related field.

Experience Specialist (minimum 5 years of job-related experience)

Minimum five (5) to eight (8) years of experience working as a fundraising professional in direct major donor solicitations in excess of \$25,000. Direct experience preparing proposals and conducting major gift solicitations required.

Higher education development and prior volunteer management experience preferred.

Professional understanding of, and interest in, Development and Alumni Affairs best practices and general operations. Understanding of trends and best practices related to major gift solicitation. Positive and collaborative professional philosophy, recognizing that this position is integral to the achievement of the goals and objectives of Development and Alumni Affairs.

Knowledge, Skills and Abilities:

COMMUNICATIONS SKILLS: Ability to communicate clearly, concisely and professionally both orally and in writing. Strong interpersonal skills are a must. Ability to work successfully with persons from diverse backgrounds.

PLANNING AND ORGANIZATION: Ability to manage several projects simultaneously, prioritize and plan work activities while meeting respective deadlines. Strong organizational and time-management skills required. Demonstrated ability to manage and execute multiple creative projects in various media, often at the same time. Ability to handle multiple tasks simultaneously in a deadline-oriented environment.

ANALYTICAL AND PRESENTATION SKILLS: Ability to evaluate, interpret, and present complex information effectively in professionally prepared documents or presentations. Must possess a demonstrated attention to detail in order to achieve a high degree of accuracy.

TECHNICAL SKILLS: Proficient in the use of complex administrative systems software, preferably in the higher education environment. Proficient with Microsoft Office suite, especially Word, Excel and Teams.

LEARNING AGILITY: Independent and innovative self-starter who displays an ability to learn quickly and easily adapts to changing situations. Experience researching topics to gain knowledge and understanding when information gaps exist.

TEAMWORK: Ability to collaborate effectively with colleagues within the division and other units to gain full understanding of the project and desired outcome; ability to produce high quality and consistent results with assistance of team members; provide support to teammates when tackling complex projects.

DIVERSITY, EQUITY & INCLUSION: Demonstrates a commitment to diversity, equity and inclusion through continuous development, modeling inclusive behaviors and proactively managing implicit bias.

Working Conditions:

Normal office environment.

Adhere to confidentiality and data usage policy for the division.

This position requires a high level of commitment and enthusiasm. Due to travel requirements, evening meetings and special events, etc., candidate must be willing to work extended hours as needed.

About Wayne State University

WSU is a nationally recognized public research university with an urban teaching mission. WSU is a public Carnegie Doctoral/Research Extensive institution with 13 academic schools and colleges offering more than 350 undergraduate, graduate and professional degrees. WSU is home to nearly 28,000 students from nearly every state and 60 countries – the most diverse student body among Michigan's 15 public universities:

- One of the nation's 50 largest public universities, with Michigan's most diverse student body.
- Approximately 350 degree and certificate programs in 13 schools and colleges.
- Annual research expenditures of \$244 million.
- More than 500 student organizations.
- Affiliations with more than 100 institutions worldwide.
- Classified as "doctoral university: very high research activity" by the Carnegie Classification of Institutions of Higher Education.
- Wayne State is a partner with Michigan State University and the University of Michigan in the University Research Corridor, helping create a vibrant state economy.
- More than 1,900 new jobs created through TechTown, Wayne State's research park and business incubator.
- A leader in green technology, the College of Engineering was first in the nation to launch an electric-drive vehicle engineering program and offer an alternative energy technology master's program.
- Study abroad opportunities in 16 countries on five continents.
- Eighty percent of Wayne State Law School graduates live and work in Michigan.

Non-Discrimination

Wayne State University is an Equal Opportunity Employer. Wayne State complies with all Federal and state rules and regulation and does not discriminate on the basis of race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status.