



SETON HALL LAW

Announcing a
National Search
for the
**Assistant Dean
for Alumni and
Development**

SETON HALL LAW

Assistant Dean for Alumni and Development

Seton Hall University Law School, one of the top 100 law schools in the country, seeks an experienced leader and administrator to serve as **Assistant Dean for Alumni and Development**. The Assistant Dean reports to the Dean of the Law School and is the school's senior officer for Development and Alumni Relations.



The Opportunity

The Assistant Dean is charged with fostering a climate for philanthropy among Seton Hall Law School's faculty, friends, and more than 12,000 alumni. The Assistant Dean directs the six-member staff of the Office of Alumni and Development, which includes a Major Gift Officer, Director of Corporate and Foundation Relations and Government Grants, Associate Director of Leadership Giving, Director of Alumni Relations, and two Administrative Assistants.

Position Qualifications

Seton Hall Law School seeks a dynamic and articulate individual with extensive development and management experience who can successfully communicate and interact with Seton Hall Law School's professional alumni.

Substantial experience in fund raising is required, along with a proven track record of accomplishments, preferably in an institution of higher education. A master's degree is required; a JD degree is preferred.

The Assistant Dean for Alumni and Development will:

- **Increase private financial support for Seton Hall Law School**

The Assistant Dean for Alumni and Development will direct the Law School's efforts to substantially increase both current and deferred giving to the Law School endowment, to current restricted use, and to the Annual Fund for unrestricted use. The Assistant Dean is responsible for guiding the expansion of the base of support to the Law School to include increased



Seton Hall Law is located in downtown Newark.

numbers of alumni, corporations, foundations, parents, and friends of the School; augmenting the records system for researching potential donors; maintaining effective cultivation strategies to build the relationships that will eventually result in support to the School; and ensuring proper stewardship of all gifts and grants.

By the Numbers

U.S. News and World Report ranked Seton Hall Law #64 out of 200 law schools in the nation.

U.S. News and World Report ranked Seton Hall Law's Health Law program #6 – the 17th year in the Top 10.

In its inaugural ranking, legal profession website *Above the Law* ranked Seton Law #36 among all U.S. law schools, based on both graduates' job placement rates among law firms of all sizes and alumni feedback.

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Dean Patrick Hobbs addresses the first-year law students at orientation.

- **Lead long-term analysis and planning**

The Assistant Dean will lead annual and long-term planning for alumni relations and development operations, consistent with the Law School's Strategic Plan. This includes overseeing the preparation of the necessary analyses, reports, and other documents required to maintain strategic, effective alumni relations efforts and to set and meet aggressive fund-raising goals.

Work closely with the Dean of the Law School, Faculty, and Senior Administration on strategic planning for fund raising to support the Law School's academic priorities.

The Assistant Dean is responsible for maintaining close collegial relationships with the senior administrative team and senior faculty of the Law School. The Assistant Dean ensures that the objectives for each of the areas

(academic affairs, student affairs, international studies, admissions, career services, communications, and library and informational technologies) can be incorporated into the fund-raising goals of the Alumni and Development office.

The Assistant Dean must ensure that each administrative area is accurately and fully represented in fund-raising efforts, alumni activities, and general outreach to the external community. In addition, the Assistant Dean will work closely with the Dean of the Law School to execute fund-raising and alumni relations efforts that make the most effective use of the Dean's time spent in these areas.

- **Continue to strengthen Seton Hall Law School's volunteer structure**

The Assistant Dean is responsible for regularly overseeing interactions with members of the Law School's volunteer leadership groups. This includes the Law

School Board of Visitors and Alumni Association.

- **Provide financial oversight**

The Assistant Dean has overall responsibility for the integrity of financial data within the Alumni and Development Office, including budget development, expense tracking, and gift reporting. The Assistant Dean ultimately is responsible for ensuring that all alumni and gift records are kept confidential.

- **Lead and manage the Development and Alumni Relations programs and staff**

The Seton Hall Law School Office of Alumni and Development is expanding rapidly and one of the priorities of the Assistant Dean for Alumni and Development will be to hire key staff members to fulfill a variety of functions in the office, specifically in the area of fund raising.

The Assistant Dean will work closely with the Director of Alumni Relations in overseeing the planning and implementation of all alumni events. In addition, the Assistant Dean will oversee the planning and implementation of special events for students, faculty, and other members of the Law School community as assigned by the Dean of the Law School. The Assistant Dean will ensure that all activities are conducted at a consistently high standard that will support the fund-raising efforts of the School and reinforce the image and presence of Seton Hall Law School.

The Assistant Dean will ensure that all staff of the Alumni

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and Development Office fully understand the Law School's programs and priorities and fulfill their responsibilities as members of an interdependent, collaborative team that includes both the Alumni and Development staff and other members of the Law School community.

Seton Hall Law School

Seton Hall University School of Law was founded in 1951. The only private law school in New Jersey, it offers both day and evening programs leading to the Juris Doctor (J.D.), Master of Laws (LL.M.), and Master of Science in Jurisprudence (M.S.J.) degrees. The faculty is world-renowned in such diverse areas as intellectual property, social justice, corporate bankruptcy, national security policy, and employment law.

The student body reflects a diversity of backgrounds from all cultures, religions, and socioeconomic origins. The School has a close-knit community

that encourages students to develop lifelong friendships and professional relationships.

Seton Hall Law's 13,894 alumni are found on the federal and state benches, in top law firms, major corporations, and government agencies across the country and increasingly throughout the world.

During his 14 years as Dean of Seton Hall School of Law, Patrick E. Hobbs has led the Law School in an ongoing pursuit of excellence and self-assessment. He has shepherded the Law School through a series of groundbreaking initiatives that have raised Seton Hall Law to unprecedented prominence. The Law School's Health Law program is consistently ranked among the top 10 nationally.

Building on the School's many strengths, Dean Hobbs has established several centers of excellence: the Center for Health and Pharmaceutical Law and Policy; the Center for Policy and Research; and the Gibbons Institute of Law, Science and Technology. Under his leadership, Seton Hall Law has achieved worldwide prominence through a series of groundbreaking initiatives emanating from the School's social justice mission. As an example, the School has influenced policy and public attitudes globally through its series of reports on the United States response to the 9/11 attacks.

Dean Hobbs has advocated for the growth of the Seton Hall Law Center for Social Justice. Through the offering of clinical programs, students and professors have taken on cases addressing predatory lending, domestic violence, international human rights, and education and housing policy reform.



Professors and students get to know each other beyond the classroom.

Dean Hobbs also has sustained the Law School's strong ties to Newark through its support of an array of "pipeline" educational programs designed to introduce Newark youth, from middle school through college, to careers in the law. The New Jersey Legal Education Empowerment Project – NJ LEEP – was founded in 2006 for economically disadvantaged students from 8th to 12th grade, to introduce them to the legal profession and to strengthen their academic skills.

Since the graduation of the first NJ LEEP cohort in 2011, the program has achieved a 100 percent college acceptance rate among its participants, with several admitted to the nation's top-tier universities. In 2012, Dean Hobbs was honored by the Thurgood Marshall College Fund with its

A TOP 50 GO-TO LAW SCHOOL

The *National Law Journal (NLJ)* has included Seton Hall in its Top 50 Go-To Law Schools for the last three years – most recently placing it at 37th, based on the number of graduates in the *NLJ* 250 top law firms, and 45th in the nation for the number of lawyers promoted from Associate to Partner among the *NLJ* 250.

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Excellence Award for his work on behalf of diversity within the legal profession and for “exemplifying Justice Thurgood Marshall’s commitment to justice, civil rights and education.”

The Law School is located less than two blocks from the Newark Penn Station, providing easy access for faculty, staff, and students throughout the area.

Newark, New Jersey

Newark is the financial, commercial, and transportation center of New Jersey. Rich in history, culture, and industry, Newark is the largest city in the state with a population of 277,410.

The city offers the performing and visual arts, professional sports, great restaurants, and captivating architecture. Housing choices range from downtown Newark, including the famous Ironbound area, to the Jersey Gold Coast in Hoboken and Jersey City, and stretches across the Hudson into Manhattan and even to some of the outer boroughs. The wide variety of neighborhoods have housing opportunities to suit different lifestyle and commuting preferences.

Newark’s transit hubs provide easy access to other cities. Manhattan and all the offerings of New York City are 20 minutes away, with Philadelphia just 50 minutes and Washington, D.C., only two and a half hours by train.

More than 50 Fortune 500 companies have operations in Newark. Both Prudential Financial and the Public Service Enterprise Group have their headquarters in the city. Among companies with major operations are Verizon, Horizon Blue Cross Blue Shield of New Jersey, Audible.com, Pitney Bowes, Anheuser-Busch, United Airlines, and Standard Chartered Bank.



The School’s annual Alumni Dinner and Dance provides an opportunity for alumni to gather.

Nomination and Application Process

Confidential inquiries are welcomed and nominations are invited. They should include the name, current position, e-mail address, and telephone number of the individual being nominated.

Application materials should include a cover letter addressing how the candidate’s experience matches the position requirements, a resume, and full contact information for at least four references.

Nominations and application materials must be submitted to:

SetonLaw@myersmcrac.com

Initial screening of applications ***begins immediately*** and will continue until an appointment is made. For best consideration, materials should be submitted by **January 10, 2014**.

Myers McRae Executive Search and Consulting is assisting Seton Hall School of Law with this search. The lead consultants are:

Emily Parker Myers
President and CEO

Hunter Godsey
Vice President



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The University actively seeks qualified persons of varied races, cultures, experiences, and national backgrounds. Seton Hall University is an equal opportunity/affirmative action institution.