

# Seton Hall University School of Law

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



## Assistant Dean of Alumni and Development

### Position Overview

Seton Hall University Law School, one of the top 100 law schools in the country, seeks an Assistant Dean of Alumni and Development who is appointed by and reports to the Dean of the Law School.

The Assistant Dean is charged with fostering a climate for philanthropy among Seton Hall Law School's faculty, friends and over 15,000 alumni. The Assistant Dean of Alumni and Development will direct staff, including a Major Gift Officer, Director of Corporate & Foundation Relations & Government Grants, Associate Director of Leadership Giving, Director of Alumni Relations and two administrative assistants.

### Position Qualifications

Seton Hall Law School seeks an experienced, dynamic and articulate individual with extensive development and management experience who can successfully communicate and interact with Seton Hall Law School's alumni. Substantial experience in fundraising is required, along with a proven track record of accomplishments, preferably in an institution of higher education. Candidates with Capital Campaign experience are most welcome. A J.D. degree is preferred.



*Seton Hall Law School is located in Newark's business district, within minutes of transportation, concert halls, museums, sports arenas and restaurants.*

### Responsibilities

The Assistant Dean 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-use restricted purposes, and to the Annual Fund (unrestricted giving). The Assistant Dean is responsible for guiding the expansion of the base of support to the Law School to include increased 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 donors.

- **Oversee 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 fundraising goals.



*Faculty work with students every step of the way to help them reach their highest potential.*



*Alumni play an active role in student life. They provide mentoring, serve as coaches and volunteer judges for moot court competitions, and open doors to career opportunities.*

- **Work closely with the Dean of the Law School, faculty and senior administration on strategic planning for fundraising to support the Law School's academic priorities**

The Assistant Dean for Alumni and Development is responsible for maintaining close collegial relationships with the senior administrative team and faculty of the Law School. The Assistant Dean ensures that the objectives for each area (faculty research and scholarship, academic affairs, center for social justice, student affairs, international studies, admissions, career services, communications, and library and informational technologies) can be incorporated into the fundraising goals of the Alumni and Development office. The Assistant Dean will create fundraising opportunities among graduates of the M.S.J. program.

The Assistant Dean must ensure that each administrative area is accurately and fully represented in fundraising 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 fundraising 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 for Alumni and Development is responsible for regularly overseeing interactions with members of the Law School's volunteer leadership groups. This includes the Board of Visitors and the Law School Alumni Council.

- **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 is ultimately responsible for ensuring that all alumni and gift records are kept confidential.

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

The Assistant Dean for Alumni and Development will work closely with the Director of Alumni Relations in overseeing the planning and implementation of all alumni events. The Assistant Dean will also collaborate with the Assistant Dean for External Affairs in developing community relations and fundraising. 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



*The Annual Alumni Dinner Dance, a hallmark event, provides an opportunity for networking, reconnecting, and celebrating the successes of fellow former classmates.*

consistently high standard that will support the fundraising efforts of the school and reinforce the image and presence of Seton Hall Law School.

The Assistant Dean will ensure that all staff in the Alumni 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 Office staff and other members of the Law School community.

## By the Numbers

*U.S. News and World Report* ranked Seton Hall Law #63 out of 200 law schools in the nation

*U.S. News and World Report* ranked Seton Hall Law's Health Law program #7— the 19th year in the Top 10

Legal website *Above the Law* ranks Seton Hall Law #40 among all U.S. law schools based on graduates' job placement in law firms of all sizes, and feedback from alumni



*Students in the Peter W. Rodino Library, which houses the archives of Congressman Rodino, who taught at Seton Hall Law until his death in 2005.*

## 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, as well as an array of graduate certificates through the Law School's flourishing Division of Online Learning. The Law School boasts a faculty that is world-renowned in such diverse areas as health law, intellectual property, social justice, corporate bankruptcy, national security policy, and employment law.

Seton Hall Law's 15,015 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.

The student body reflects a diversity of backgrounds from all cultures, religions and socio-economic origins. The School has a close-knit community that encourages students to develop professional relationships and lifelong friendships.

For more information on Seton Hall Law School, visit [law.shu.edu](http://law.shu.edu).



*Dean Patrick E. Hobbs is one of the nation's longest-serving law school deans. Kathleen M. Boozang will assume the role of Dean on July 1, 2015. Among her many accomplishments, Dean Boozang launched the renowned Seton Hall Law Center for Health & Pharmaceutical Law & Policy.*

### **Building on Strength – A New Dean**

Seton Hall Law School is currently transitioning leadership from Dean Patrick E. Hobbs to Kathleen M. Boozang, who will assume the Dean's role effective July 1, 2015. Dean Hobbs and Dean Designate Boozang both joined Seton Hall Law as Assistant Professors in 1990. As Associate Dean, Dean Boozang worked alongside Dean Hobbs to develop and launch many of the Law School's most innovative programs.

During his 16-year tenure, Dean Hobbs established several centers of excellence: the Center for Health & Pharmaceutical Law & Policy; the Center for Policy and Research; and the Gibbons Institute of Law, Science & Technology. Under his leadership, Seton Hall Law 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 attacks of September 11, 2001.

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

Dean Boozang 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 Law and 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, with several admitted to the nation's top-tier universities.

Dean Boozang, now serving as Associate Dean for Academic Advancement and Professor of Law, founded and currently directs the school's prestigious Center for Health & Pharmaceutical Law & Policy, which has been ranked as a Top 10 program by U.S. News and World Report for the past 19 years. She also co-founded the Seton Center for Religiously Affiliated Nonprofits, and created the Law School's Division of Online Learning.

In 2004, Dean Boozang led the launch of the school's Healthcare Compliance Certification Program, which has trained thousands of professionals in the pharmaceutical and life sciences fields and is now offered in Newark, San Francisco, Paris and Singapore. Dean Boozang expanded the Law School's focus on compliance education to include Master of Science in Jurisprudence degree programs in Healthcare and Life Sciences, as well as Financial Services Compliance. Law students may also pursue a J.D. concentration in Compliance.

**Today, the Law School offers the greatest array of Compliance education and professional training programs of any other law school in the nation.**

Dean Boozang served as the University's Vice Provost in 2010 and 2011. She is the third woman to serve as Dean of the Seton Hall School of Law. Miriam T. Rooney served as the school's founding Dean in 1951 – the first woman Dean of an accredited law school in the United States.

## 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.



Seton Hall Law School is located only 1½ blocks from Newark Penn Station. New Jersey Transit trains and buses, PATH trains, the Newark City Subway and AMTRAK trains all have regular service into Penn Station. Using public transportation to commute to school is very convenient and generally less expensive than driving.

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 (PSE&G) have their headquarters in the city.

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## Nomination and Application Process

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

**To Apply:** 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](mailto:SetonLaw@myersmcrac.com)

For best consideration, materials should be submitted by **July 8, 2015**.

**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, and **Bobby Pope**, 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.*