Vice President for Advancement

JOB DESCRIPTION

Position: Vice President for Advancement
Status: Administrative/Full-Time
Area: Institutional Advancement
Supervisor: President

Job Summary:

The Vice President for Advancement at Eastern University serves as the Chief Advancement Officer and is responsible for designing and implementing comprehensive institutional advancement programs and recruiting and developing talented team members focused toward the ultimate goal of significantly increasing constituent involvement and fund raising outcomes. The advancement function includes responsibility for annual fund, corporate and foundation relations, major gifts and gift planning, endowment, capital campaigns, and alumni and constituent relations efforts, stewardship, and advancement services.

Duties and Responsibilities:

♦ Advance the mission, vision, and short and long-term goals of the University in concert with the University President and senior administrative colleagues.

♦ Work closely with the President in all phases of his advancement and campaign leadership activities.

♦ Serve as a member of the University Leadership Team and maintain close working relationships with members of the Board of Trustees and key alumni/parents/friends.

♦ Maintain a dynamic portfolio of high net worth individuals and secure major, capital, and planned gifts, as well as advanced annual gifts and endowment support.

♦ Participate in strategic discussions and develop programs to strengthen the financial resources of the University and Palmer Seminary.

♦ Create and execute fund raising plans that utilize best practices in annual, major, and planned gift programs to meet fundraising goals.

♦ Ensure dynamic processes in all phases of donor qualification, cultivation, solicitation, and stewardship.

♦ Prepare for the upcoming campaign through comprehensive and effective campaign planning and execution.

♦ Hire, train, inspire and guide direct reports and the entire advancement team (10 FTE’s) toward accountable, goal-oriented outcomes.
Develop annual plans and budgets for Alumni and Parent Relations, Annual Fund, Gift Planning, Comprehensive Campaigns, Major Gifts, Grants Development, Stewardship and Advancement Services;

Engage University colleges, schools, programs, and Palmer Seminary, and enhance the culture of philanthropy. Maintain cooperative working relationships with faculty, coaches, and campus departments whose cooperation is essential to effective outreach and fund raising.

Serve as the staff liaison for Institutional Advancement to the Board of Trustees and the Board Committee on Advancement.

Provide leadership to constituent relations programs in the areas of alumni relations, parent relations, and other key constituent relations.

Devise and implement effective internal and external messaging and methods of advancement communication.

Serve as an exemplary University advocate in the community, with local leaders, religious organizations, business and corporate partnerships, and other leaders, and build relationships that closely link the community with the University.

Be active and involved in the advancement profession and keep Eastern visible among higher education peer institutions.

Embody values of caring, compassion, justice, integrity, competence, and affirmation.

Treat members of the campus community with fairness, dignity, and respect - seeking a spirit of unity and harmony to achieve a common mission.

All other duties as assigned by the President.

Travel is required: the Vice President must be willing to travel extensively in his or her work with donors and as a representative of the University.

Knowledge, Skills, and Abilities:
The successful candidate will display a record of leadership and accomplishment in advancement with a proven track record of fundraising success, especially with campaign planning/execution and in major gift solicitations. Strong organizational, supervisory, and leadership capabilities are required. The successful candidate will document successful solicitation of numerous major and principal gifts and present a history of building advancement program and fund raising performance. Exemplary interpersonal skills are essential as is the ability to affect favorably sophisticated volunteers and donors. This person must be a visible Christian leader both on and off campus and give witness as a person who lives a life that honors the Lord Jesus Christ and is consonant with the Statement of Faith of Eastern University (http://www.eastern.edu/about/our-faith), as well as its Statement of Community Standards (http://www.eastern.edu/about/statement-community-standards).
Education and Experience:
Bachelor’s degree is required and master’s degree is preferred. A minimum of ten years of experience as a senior level advancement professional in Christian higher education is preferred. The ability to work effectively with many diverse constituencies in a university environment should be evident. Other important characteristics include a strong work ethic, competitive nature, personal integrity, emotional intelligence, a sense of humor, excellent communication skills, strategic thinking and planning skills, and a vocational call to Christian higher education. Evidence of a commitment to lifelong learning and professional growth is also required.