

CONCORDIA UNIVERSITY

WISCONSIN & ANN ARBOR

Mequon, Wisconsin

Vice President for Advancement

Concordia University is a Lutheran higher education community committed to helping students develop in mind, body and spirit for service to Christ in the Church and in the world.

Position Summary

The Vice President for Advancement at Concordia University Wisconsin and Ann Arbor (CUWAA) is a full-time, exempt position with broad strategic and management responsibility for conceiving and implementing long- and short-term advancement plans including fundraising, Foundation board development, and alumni relations. The position serves as the chief adviser to the President on all matters related to institutional advancement.

The Vice President will be responsible for the cultivation of donors, alumni, corporations, foundations, community groups and others as part of an overall advancement plan and will lead a professional staff to set and attain annual campaign, advancement and constituent relations goals. The Vice President will be a highly visible representative of CUWAA to a wide array of internal and external audiences. The position reports directly to the President of CUWAA. The position is located on the Mequon, Wisconsin campus.

Concordia University Wisconsin & Ann Arbor is part of the Concordia University System, a nationwide network of colleges and universities that are each independently run but all affiliated with the Lutheran Church-Missouri Synod.

Job Duties & Responsibilities

- Promote the mission and ministry of CUWAA in order to sustain and expand current and future donors.
- Manage and develop the Office of Advancement staff and advancement program.
- Serve on the President's Leadership Team.
- Work with the President and the Foundation Board to articulate a clear Advancement Program plan, including campaigns, designed to increase both philanthropic and participatory investment from CUWAA's stakeholders.
- Direct all fundraising for initiatives on the Mequon and Ann Arbor campuses.

- Design, plan, manage, and execute a comprehensive, transformational, and major gifts program to support the mission and goals of CUWAA.
 - Develop new prospects for cultivation and solicitation.
 - Solicit major gifts from alumni, parents, and friends of the University.
 - Create a professional network of allied professionals.
 - Identify, cultivate, steward, and expand estate and gift planning donors.
 - Administer or assign the development of budgets, controls, policies, and procedures for the Office of Advancement.
 - Perform other related duties as assigned.
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Knowledge, Skills, & Abilities

- Understanding of, and commitment to, the mission and goals of CUWAA.
 - Supportive of the values of Concordia University Wisconsin/Ann Arbor and the [Lutheran Church Missouri Synod \(LCMS\)](#)
 - Strong supervisory and mentoring skills with experience in building and developing teams of motivated staff and volunteers.
 - Significant and successful experience in soliciting major gift donors.
 - Outstanding interpersonal skills and the ability to interact effectively with diverse constituents.
 - Excellent oral and written communication skills with the ability to persuasively articulate the vision, mission, values, and goals of the institution.
 - Strong organizational abilities with the ability to manage both people and processes.
 - Knowledge of deferred giving, gift accounting, and reporting.
 - Skill in budget preparation and fiscal management.
 - Diplomacy, tact, and ability to maintain confidential information on donors and prospects.
 - Ability and willingness to travel frequently and work evenings and weekends, as necessary.
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Education & Experience

A bachelor's degree is required. Advanced degrees are preferred. A minimum of ten years of direct or related experience and success in major gift fundraising. A background in estate planning law, financial or trust services is also preferred.

[Physical Demands/Equipment \(Click to View\)](#)

Compensation & Benefits

This is a full-time, exempt (salary) staff position. The starting wage is dependent upon individual qualifications and experience. Concordia University benefit options include, but are not limited to the following:

- Health, Dental and Vision Insurance
- Personal Spending Account, Flexible Spending Account, and/or Health Savings Account
- Disability and Survivor Plan
- Retirement Pension Plan
- Retirement 403(b) Savings Plan
- Basic Life and Supplemental Life Insurance
- Accidental Death and Dismemberment Coverage
- Critical Illness and Accident Insurance
- Tuition waiver benefits (available for employees and their qualified dependents)
- Vacation, Sick, and Holiday paid time-off

Nominations and Applications:

Nominations and applications will be accepted until the position is filled. Inquiries, nominations, and applications may be directed in confidence to Chad Jolly c/o Gonser Gerber Search. To apply, please submit a cover letter, résumé, and three (3) professional references to search@gonsergerber.com and complete the following application at <https://cuw.applicantpro.com/jobs/3146933>. References will not be contacted until later in the search process.

Equal Opportunity Employer

It is the policy of CUWAA to provide equal opportunity to all employees and applicants for employment in accordance with all applicable federal, state, and local laws.

The University will not discriminate against or harass any employee or applicant for employment because of race, color, sex, pregnancy, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, gender, veteran or military status, predisposing genetic characteristics, domestic violence victim status, or any other characteristic protected by federal, state or local laws.

CUWAA is an institution of the Lutheran Church Missouri Synod and, to the extent allowed by law, CUWAA reserves the right to give preference in employment based on religion.

The Human Resources Department has been appointed to manage the equal employment opportunity program, including all equal employment opportunity activities, as required by federal, state and local agencies. If any employee or applicant for employment believes this policy has been violated, he/she must contact the Director of Human Resources.

CUWAA is a HLC accredited, co-educational, liberal arts school offering more than 70 undergraduate majors, over 40 master's degree programs, and 4 doctoral programs. There are also a variety of accelerated evening and e-learning programs.