



Vice President of Advancement

[Carthage College](#), located in Kenosha, Wisconsin, seeks a Vice President of Advancement to serve as a strategic partner, responsible for bringing substantial new financial resources to the institution in support of its educational mission and specific strategic priorities.

Light That Travels, a \$100 million campaign, is over 60% complete, and has increased 7-figure gifts from board members and others while doubling annual fundraising. The new Vice President of Advancement will help complete our campaign, navigate the celebration of our completed campaign, and continue to manage our growth and opportunity. The future is exciting, the team is growing, and Carthage is poised to lead the future of higher education.

General Function:

The Vice President will lead the advancement team in a comprehensive advancement program, including principal, major, leadership, annual, and planned gift donor strategy, planning and execution of campaigns (currently *Light That Travels*, \$100 million), programmatic and individual fundraising from all constituencies (alumni, parents, businesses, foundations, and other friends), gift stewardship and reporting, gift spending oversight to represent donor wishes, constituent engagement that engenders long-term beneficial relationships, including the alumni council and other volunteer groups, engagement strategies such as communications (e-newsletters, Carthaginian magazine, website and social media) and strategic events.

The Vice President is also a member of the president's senior team and works cooperatively with others on tasks and projects as needed to ensure the smooth functioning of the college's operations.

Description of Essential Duties:

1. Advise and support the president in connecting the function of advancement to the vision for the future of the College. In response, envision the evolution of the advancement function in support, as for instance designing or eliminating fundraising/engagement programs as needed.
2. Lead and manage, directly or indirectly, all positions reporting up to the vice president for advancement (currently 12.5 FTE), and provide expertise in training and development of other employees with fundraising responsibilities such as academic deans and the athletic director.
3. Identify and engage generations of College leadership, including trustees and other key alumni and philanthropic partners.
4. Manage reporting and tracking of KPIs and performance against advancement fundraising goals, including providing forecasts and actuals for giving on a cash and accrual basis, and manage expense budget.

5. Lead and manage, in cooperation with others as needed, broad-based constituent engagement events including recurring events such as Homecoming and Family Weekend and Commencement, as well as occasional high-profile events such as school launches and presidential speakers.
6. Other duties periodically as assigned.

Minimum Requirements:

An earned bachelor's degree from a regionally accredited college or university.

Preferred Requirements:

1. An earned master's or doctorate/terminal degree in public administration, higher education, business or related field from a regionally accredited college or university.
2. CFRE certification.
3. Proven experience in a capital campaign.
4. Fundraising experience in higher education.

Knowledge, Skills, Abilities and Worker Characteristics:

1. Five or more years of progressive experience in fundraising and a working knowledge of fundraising strategies and operations is required.
2. Proven history of high-level, high-return fundraising, sales or business development results based on building strong, lasting relationships with a diversity of donors/customers and through a diversity of strategies that uniquely reach each type of donor.
3. Proven experience in leading people and managing systems to achieve fundraising goals and substantial increases in revenue while cultivating a work culture that is high performing, developmental, innovative, creative, and inspiring.
4. Outstanding organizational skills to operationalize a strategic fundraising plan by identifying goals and objectives and specific actions to achieve them, setting priorities, delegating actions to team members and influencing upward and laterally in order to ensure that key actions in the plan are executed by all needed stakeholders including the College President.
5. Comfortable building relationships with corporate and foundation leaders, high net-worth individuals, community leaders and individuals capable of making contributions of a significant level.
6. Demonstrable competence in leadership, philanthropy, with significant business and leadership acumen.
7. Knowledge of college educational philosophy, governing statutes, and instructional programs.
8. Knowledge of best leadership/administrative practices and strategic planning.
9. Work independently and direct activities of college operations through subordinate administrators.
10. Interpret financial data and manage resources.

11. Establish cooperative relationships in a multi-cultural college and external community.
12. Communicate effectively orally, in writing, and through public presentations.
13. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of college students, faculty, and staff.
14. Exhibit excellent interpersonal and diplomatic skills.
15. Act in a manner that is transparent, above reproach, and shows good judgment.
16. Maintains confidentiality, as appropriate, with data and information.

Working Conditions:

1. Typical office environment
2. Travel is required between 25-50% of the time based on the advancement cycle

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

To Apply:

Nominations and applications will be accepted until the position is filled. Inquiries, nominations, and applications may be directed in confidence to Gonser Gerber Search at search@gonsergerber.com. To apply, please submit a cover letter, résumé, and three (3) professional references. References will not be contacted until later in the search process. Diverse and traditionally underrepresented candidates are encouraged to apply.