



CONCORDIA  
UNIVERSITY  
CHICAGO

## JOB DESCRIPTION

**Position:** Assistant Vice President, Campaign & Transformational Gifts  
**Status:** Administrative/Full-Time/Exempt  
**Area:** Institutional Advancement  
**Supervisor:** President of the Foundation

### Position Summary:

The Assistant Vice President, Campaign and Transformational Gifts will be responsible for conceptualizing, designing and implementing fundraising campaigns (capital and programmatic) on behalf of Concordia University Chicago Foundation. This includes solicitation and acquisition of major and deferred gifts. The successful candidate will be a strategic thinker with a proven track record of identifying potential donors, establishing meaningful relations with individual, foundations and businesses, and the ability to effectively ask for and securing significant gifts in support of Concordia's mission, vision and goals.

This professional position works in concert with the Foundation President, the Senior Director of Grants/Planned Giving, Gift Officers, Senior Director Alumni and Annual Giving, the Senior Director of Operations, Donor Management and Research, Foundation personnel, the University President, Board members and other key faculty, staff and volunteers. The position is based at the River Forest campus; regional and national travel will be required.

### Principal Duties and Responsibilities:

#### Service and Communications

1. Exhibits a service mentality toward all constituencies.
2. Effectively communicates with constituencies in a professional, accurate and timely manner.
3. Improves work performance and that of others by being receptive to and appropriately sharing information.
4. Exceptional listening skills and relationship developer.
5. Discernible passion and empathy for helping others.

#### Fundraising

1. The position will design and maintain structured major fundraising programs along with appropriate marketing strategies promoting transformational gifts - \$100,000 and above.
2. The incumbent will build and maintain donor relationships for the University through personal visits and ongoing contact.
3. The Assistant Vice President will build and maintain internal relationships with key University contacts to gain understanding of current and future needs of the university and translate those opportunities into mini-campaigns and, when appropriate, a University-wide campaign.

## Strategic Planning

1. Ability to create annual and multi-year goals and objectives for his/her areas of responsibility.
2. Engage Foundation staff, faculty and administration in planning processes that will lay the foundation for clarifying philanthropic objectives for capital projects, endowment initiatives and other special projects.
3. Develop a comprehensive stewardship program to insure that major and planned giving donors are appropriately recognized and properly stewards.
4. Develop and implement plans for the strategic engagement of key alumni, parents, friends, foundations and businesses in the life of the University.

## Education and Experience:

- ◆ Ten years of experience in a leadership role with a development team of ten or more, preferably in Higher Education or Nonprofits
- ◆ A Bachelor's degree in a related field is required, a Master's degree is preferred.
- ◆ CFRE certification preferred.
- ◆ Exceptional listening skills and relationship developer.
- ◆ Demonstrated history of working with CEO's and other decision makers and moving an organization to higher levels.
- ◆ Ability to work in a team environment and across campus to engage faculty and staff in advancement program efforts.
- ◆ Demonstrated ability to work effectively with volunteers like Board members, campaign cabinet members, alumni board members and others.
- ◆ Ability to work independently and manage donor relationships with a portfolio of 100 to 150 constituents.
- ◆ Technologically savvy with the ability to leverage the database to track campaign progress and donor management efforts.
- ◆ Discernible passion and empathy for helping others.
- ◆ Ability to see the big picture.
- ◆ Ability to speak to and motivate large groups.
- ◆ Ideally a member of the Lutheran Church – Missouri Synod (LCMS) and/or strong history of working with LCMS members and leadership.

Nominations and applications will be accepted until the position is filled. **Inquiries, nominations, and applications should be submitted electronically and directed to: Doug Mason, Partner, c/o Gonser Gerber LLP at [dmason@gonsergerber.com](mailto:dmason@gonsergerber.com).** To apply, please submit a cover letter explaining why you are interested in this position and how you fit the position requirements, résumé, and five professional references. References will not be contacted until later in the search process when finalist candidates are identified.

*Concordia does not discriminate in the employment of individuals on the basis of race, color, national or ethnic origin, disability, sex or age. However, Concordia is an institution of the Lutheran Church-Missouri Synod, and, to the extent allowed by law, reserves the right to give preference in employment based upon religion.*