

INDIANA TECH

Vice President for Institutional Advancement

[Indiana Institute of Technology](#), located in Fort Wayne, Indiana, seeks a Vice President for Institutional Advancement to serve as a strategic partner in leading efforts to bring substantial new financial resources to the institution in support of its educational mission and specific strategic priorities.

Having just completed the *Building a Century of Excellence* comprehensive campaign, Indiana Tech seeks an accomplished advancement leader with a track record of philanthropic success to help chart the course of a future comprehensive campaign and guide the continuing growth of a culture of philanthropy at the institution. The future is exciting, and Indiana Tech is poised to lead in the future of higher education.

General Summary

The Vice President will be a prolific fundraiser who leads the Office of Institutional Advancement in the administration and management of a comprehensive development program including principal, major, leadership, annual, and planned gift donor strategy, with the goal of growing a culture of philanthropy and engage all constituencies (alumni, parents, businesses, foundation, corporations, and other friends) in support of Indiana Tech's mission. The Vice President for Institutional Advancement will also oversee alumni relations, grant application and oversight, publications, advancement services, and corporate/foundation relations. S/he will assist other university administrators in fundraising efforts and develop volunteer leadership and engagement through the Indiana Tech Alumni Association.

The Vice President for Institutional Advancement is a member of the President's Senior Leadership Team and reports directly to the President.

Essential Duties & Responsibilities

- Provide leadership and develop strategies for all advancement and fundraising activities.
- Identify, cultivate, solicit, and secure major and planned gift donors to the University.
- In cooperation with the President, develop an annual coordinated fundraising plan for the university that supports the strategic plan and connects the function of advancement to the vision for the future of the University.
- Develop fundraising strategies to support the strategic plan, including a capital campaign, annual fund, major/special gifts, and planned gifts.
- Establish accountability, stewardship systems, and reports within the IA operations to ensure proper reporting to the donor and University constituents.
- Manage reporting and tracking of key performance measures and metrics against advancement fundraising goals and to measure advancement staff performance.

- Supervise, lead, and develop staff to support department and university goals, and provide expertise in training and development of other employees with fundraising responsibilities on campus.
- Develop and oversee the annual department operating budget.
- Lead and direct the Alumni's activities to foster engagement and support for the University and fundraising activities.
- Develop, foster, and support the university's corporate partnerships and fundraising initiatives.
- Help create a climate for innovation that generates proposal ideas and plans, including utilizing technological tools to support advancement services and functions.
- Identify, research, monitor, and establish relations with all public and private funding sources.
- Disseminate accurate, timely, and appropriate notices of potential funding opportunities to staff and faculty.
- Coordinate the development of external proposals; assist with conceptualization of ideas, writing, editing, and formatting of proposals.
- Provide project management assistance for all funded projects.
- Perform other duties as requested in support of the department and University.

Minimum Requirements:

An earned bachelor's degree from a regionally accredited college or university and seven or more years of progressive experience in fundraising and administrative experience in advancement and development-related areas.

Preferred Requirements and Qualifications:

- An earned master's or doctorate/terminal degree in administration, higher education, business or related field from a regionally accredited college or university.
- Certified Fund Raising Executive certification.
- Proven experience in leading a successful capital campaign.

Knowledge, Skills, and Abilities Characteristics:

- A proven track record of fundraising with proven success in cultivating major and annual giving.
- Proven experience in leading and supervising a team of advancement professionals and managing systems to achieve fundraising goals and substantial increases in revenue while cultivating a work culture that is high-performing, collaborative, participatory, innovative, creative, and inspiring and providing mentorship and leadership to the team.
- Outstanding organizational skills to develop and implement a strategic fundraising plan by identifying goals and objectives, setting priorities, delegating actions to team members, and ensuring that key actions in the plan are executed by all needed stakeholders.

- Experience utilizing technology and fundraising software, with a preference for Raiser's Edge, to manage operations and communication with constituents.
- A high degree of emotional intelligence and humility in building and cultivating relationships with corporate and foundation leaders, high net-worth individuals, community leaders, and individuals capable of making significant contributions to the University.
- The ability to cultivate, engage, manage, and work with volunteers in all advancement and alumni relations functions.
- The ability to make decisions supporting the University's mission and goals with a demonstrable competence in leadership, philanthropy, financial planning, and budget management.
- Excellent oral and written communication skills.
- Exhibit strong interpersonal skills and the ability to work across the organization.
- The ability to work and foster a student-centered environment and interact effectively with various constituents on and off campus.
- High level of professional appearance and demeanor.
- The ability to maintain a high level of confidentiality.

Working Conditions

Work is normally performed in a typical interior/office work environment. Frequent domestic travel is expected.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Inclusion Statement

Indiana Institute of Technology embraces diversity and equal opportunity intentionally. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We believe that diversity and inclusion among our employees is critical to our success with respect to educating our students to become global citizens.

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.