



## **CAREER OPPORTUNITY**

### **Vice President, Institutional Advancement**

#### Position Description

The Vice President for Advancement at Notre Dame College is responsible for designing and implementing comprehensive institutional advancement programs and recruiting and developing talented team members focused on 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. This position reports to the President.

#### Responsibilities

- Advance the mission, vision, and short and long-term goals of the College in concert with the College President and senior administrative colleagues. Work directly with the President in the cultivation and solicitation of leadership gifts.
- Carry a small but important portfolio of prospects and donors with “primary” responsibility for the relationship with each person.
- Work with the President and other college leadership to determine fund raising priorities through campaigns, annual giving, planned giving, corporations and foundations.
- Create, manage and monitor both short term and long term divisional strategic plans while coordinating the advancement team in achieving identified and measurable goals.
- Develop a clear, and as best as possible, measurable plan for alumni relations... activities, continuing education, spiritual support, and alumni networking to further enhance the college’s overall relationship with its alumni base.
- Develop a culture of philanthropy throughout campus so that it becomes a more unified effort.
- Serve as a member of the President’s executive team and other executive management committees as appropriate—representing the advancement division and offering expertise.
- Take responsibility for fund raising revenue projections both short term and long term while also overseeing the division’s expenditures and budgeting.
- Work to continuously improve advancement policies, procedures, reporting systems, operational structures, teamwork, trust and excellence.
- Serve as the principal liaison to the appropriate Trustee Committee(s).

#### Qualifications

Candidates for the position should demonstrate the following knowledge, skills, abilities, and credentials:

- Bachelor’s degree; Master’s degree preferred.
- Thorough knowledge of the fund raising process with proven fund raising abilities; focused and goal oriented.
- Experience with, and responsibility for, comprehensive campaigns.
- Five years’ experience in administrative management.
- Track record of successful solicitation at the major and principal gift level.
- Excellent written and oral communication skills, detail oriented.
- Sound leadership and managerial skills with the ability to lead, supervise, inspire and mentor the advancement team.
- Willingness to travel.
- Record of strong strategic thinking, program assessment abilities especially as it pertains to campaigns, annual giving, planned giving, corporate and foundation giving, and alumni relations.

***To be considered for this opportunity, please submit a cover letter, resume, and salary requirements to [careers@ndc.edu](mailto:careers@ndc.edu)***