

**Alverno College
Exempt Position Description**

<u>Position Title:</u>	Vice President for Advancement	<u>Date:</u>	July 2024
<u>Department:</u>	Advancement Office	<u>Status:</u>	Full-time, 12 month
<u>Reports To:</u>	President	<u>Location:</u>	On campus position

Primary Function:

Alverno College seeks a collaborative, experienced, ambitious and visionary leader to join their team as Vice President of Advancement. This role will spearhead the College's advancement efforts and will be responsible for driving philanthropic efforts and enhancing alumni and donor engagement. This is a unique and compelling opportunity for a dynamic and forward-thinking individual to join Alverno College at a transformative moment in its history and to build a sustainable future for Alverno College that impacts the College's trajectory and legacy.

Overall Responsibilities and Duties

- Provide effective and visionary leadership for the Alverno community and for the Advancement Office (comprised of Advancement and Alumni Engagement/Relations staff) to enable the development, quality and growth of key relationships and support for Alverno College.
- Establish and oversee Advancement and Alumni Engagement/Relationship priorities for the Advancement Office ensuring that managers and staff are focused on those strategies and tactics that are essential to the team's performance compared to articulated goals and metrics.
- Personally manage a significant portfolio of donors and actively solicit them, effectively embracing direct fundraising as the highest priority of the Vice President, while providing opportunities for staff to perform and advance to higher levels of performance and achievement.
- Inspire and lead a culture of growth, energy, and innovation among Alverno colleagues and the Advancement Office staff by building, supporting, evaluating, managing, mentoring, and coaching a high-performing team of professionals that operates in accordance with best practices, with effectiveness, and with a sense of urgency. Develop a strong sense of teamwork and an environment of collaboration, agility, responsiveness, problem-solving, creative thinking, and alumni- and donor-centered activity.
- Collaborate closely with the President and the Board of Trustees in supporting a culture of philanthropy and supporting the development and cultivation of significant donor relationships. Serve as primary liaison to the Board of Trustees Advancement Committee and any subcommittee thereof, including a Campaign Committee, and as a key collaborator with other college departments including but not limited to Academic Affairs, Athletics, Finance and Financial Aid to implement industry best practices, policies, and procedures as it relates to fundraising and alumni relations.
- Serve as key public face and as senior external officer managing relationships with alumnae and external partners; active in community and professional organizations and delivering speeches, presentations, and information to external (and internal) audiences.
- Participate fully as a thought-leader in College leadership meetings (e.g. President's Cabinet, Administrative Council, etc.)

Advancement

- Lead the strategic planning and program development for fundraising (annual, campaign, planned giving), stewardship and alumni relations to ensure that the College is successfully advancing its relationships with corporations, organizations/foundations, individuals, and families with the greatest philanthropic ability as the College seeks to accelerate the level and pace of both regular and transformational gifts.
- Oversee the management of all donor and partner relationships, including advisory and other donor or volunteer groups, to build a robust pipeline of mid- to major- to principal-level gifts that will sustain the College's fundraising success.
- Develop and implement, in collaboration with Marketing and Communications Department, a compelling, comprehensive, and unified communications and marketing strategy and program that delivers powerful and cohesive messaging and storytelling, enhances the brand, and furthers the goals of the College and its units.

Alumni Relations

- Oversee the development and facilitation of programs and initiatives designed to engage alumni and former students—such programs and initiatives focus on engaging widespread and diverse participation, and intentional efforts are made to include underrepresented and varied alumni generations in engagement opportunities.
- Oversee strategy and staff who manage the College's Vanguard Society of influential and successful alumnae, as well as any other such groups that might evolve to support alumni relations goals in the future.

Management & Strategy

- Develop and implements an annual plan and long-term plans for departmental operations consistent with the College's strategic plan. Assists teams with development of goals, plans and procedures. Realigns aspects of the departments operations to facilitate and reinforce the effectiveness of plans.
- Manage the affairs of the department including budgeting, program direction, supervision and evaluation of staff, and maintains up-to-date knowledge of industry best practices.
- Oversee the ongoing development and implementation of systems infrastructure to support Advancement efforts, including policies, procedures, technologies, and knowledge transfer across the College.

Fundraising

- Develop short and long term strategies which include tactical objectives and key performance indicators in furtherance of organizational goals.
- Develop innovative approaches and initiatives to diversify the base of support and generate increasing levels of giving through annual and other campaigns.
- Ensures that programs are in place for all donors to receive appropriate, consistent recognition and an accounting of the impact that their gifts have.
- Attends strategically important donor calls to ensure a growing base of support for the organization.

Performs other related duties as assigned.

Professional Qualifications and Personal Qualities

- Minimum Bachelor's degree. Master's or terminal degree preferred.
- Minimum of 15 years of experience, with at least 10 years spent at the executive or senior level, and a track record of leading a cross-functional team within a complex nonprofit or higher education organization.

- Proven ability to raise large-scale resources, exceptional track record of working with a wide range of donors and securing significant investments in support of the organization's strategic priorities.
- Superior interpersonal skills associated with building strong, authentic, collaborative relationships with colleagues, at all levels, external to and across the organization, and earning trust by working effectively across functions.
- Experience leading and skills in building strong teams of highly functioning and collaborative individuals, as well as an exemplary background in recruitment and retention of talented staff; track record of building staff skills and experience and of preparing the department for growth and more creative approaches.
- Knowledge of and experience with using data to drive strategy and set goals; ability to shift priorities in response to results and trends; and highly skilled in the areas of planning, critical thinking, and analysis.
- Experience and success in advancement/fundraising administration and in advancement program development are essential; experience leading successful comprehensive or capital campaigns preferred.
- Strong organizational, professional, and interpersonal skills as well as strong verbal and written communication skills.
- Ability to support the mission of Alverno College, its strong commitment to the education of women and first-generation students; its status as a Minority Serving Institution and Hispanic Serving Institution, and its Franciscan values.
- Willingness and ability to work an extended and varied schedule that frequently involves evenings and weekends; and to travel, including to Alverno College's Mesa, Arizona, campus and/or to meet with donors across the country.

About Alverno College

Based in Milwaukee, Wis., Alverno College is a four-year independent, Catholic, liberal arts college for women. Founded in 1887 by the School Sisters of St. Francis, Alverno promotes the academic, personal, and professional development of its students in a collaborative and inclusive environment. Certificate programs, digital badges, degree completion programs and graduate programs are open to all genders. A leader in higher education innovation, Alverno has earned international accolades for its highly effective ability-based, assessment-as-learning approach to education, which emphasizes hands-on experience and develops in-demand skills. The College is a Minority-Serving Institution and is Wisconsin's first designated Hispanic-Serving Institution. The College ranks among the top schools in the Midwest for its commitment to undergraduate teaching and innovation by *U.S. News & World Report*.

How to Apply

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

Please attach your cover letter, resume, and list of references to the online application

Alverno College is an Equal Opportunity Employer and committed to workplace diversity.