

Job Posting



Position	Department	Reports to	FTE	FLSA Class
Chief Advancement Officer/Vice President	Advancement	President	1.0	Exempt

Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

Scope of Responsibilities:

The Vice President for Advancement will foster a culture of philanthropy by leading all aspects of institutional advancement including vision, strategic planning, development and management of a team-focused staff, and all fundraising campaign efforts and ensuring that fund development is carried out in ways that support and advance the institution's values, mission, vision, and plans.

General Responsibilities:

1. Ensuring compliance with all relevant regulations, laws, ethical principles, and standards of professional conduct for fundraising executives; the institution's policies and procedures; and accountability standards to donors.
2. Active cultivation and solicitation of major and lead donors.
3. Developing policies, programs, and strategies for the college and seminary that advance the causes of the institution among its constituency groups and secure constituency funding from multiple sources to promote the institution's mission, vision, and values.
4. Establishing, reporting, and interpreting goals and strategies for all fundraising campaigns that create a balanced funding mix of donor sources and solicitation programs tailored to the needs of the institution.
5. Directing, managing, and coordinating all fundraising programs for the college and seminary, including annual giving, corporate and foundation relations, major gifts/ capital campaigns, legacy giving, alumni giving, and centers on campus including the Lilly Center for Lakes and Streams and the Center for Sustainable Ag.
6. Managing alumni operations by providing leadership in enhancing and expanding the relationship between the college and seminary and their alumni.
7. Working effectively with the institution's marketing office to communicate clearly the institution's mission, goals, value, and identity.
8. Designing, cultivating, and implementing institutional recognition and acknowledgement of students, alumni, donors, and others in ways that support the goals of the advancement office and the institution.
9. Keeping informed of developments in philanthropy and fund development as well as the general field of higher education. Informing senior management, development committees, and the board on current trends, issues, problems, and activities in order to facilitate planning and policy making.
10. Assisting the president with the relationship with the Fellowship of Grace Brethren Churches on matters of development to ensure effective, open communication.
11. Creating and maintaining good working relationships with colleagues and developing a strong volunteer base that works effectively on behalf of the institution.
12. Reviewing and approving all foundation and grant requests.
13. Additional responsibilities to fulfill the mission of the institution or as assigned by the president such as serving on institutional committees.

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Qualifications:

Minimum:

1. Bachelor's degree. Graduate degree in business, finance, nonprofit, or other related degree strongly preferred.
2. Five years proven success in advancement, preferably in higher education.
3. Experience leading capital campaigns and successful fundraising from multiple donor channels.
4. Proven understanding of the essential components of advancement work and development office functions.
5. A highly competent enabler of people with a collaborative, team-building management style that builds relationships, evokes trust, and leads to accomplishment of the institutional vision.
6. Proven organizational skills, and ability to meet deadlines, set and manage expectations, and translate goals into achievable steps.
7. An entrepreneurial spirit by taking initiative and actively seeking to deepen current donor relationships and to forge new ones.
8. Effective oral and written communication skills, including delivering effective presentations.
9. Computer skills appropriate to advancement work.
10. Ability to maintain a flexible work schedule including travel 20% of the time.
11. Fully support the institution's mission and doctrinal statement

Preferred:

1. Has seven years of advancement experience in private higher education.
2. Five years of experience working among the institution's constituency groups.
3. A working knowledge of the institution's constituency profile.
4. Certification in fundraising.
5. An active participant in professional advancement associations.

Status: Full Time; Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

Posted: 5/6/2022