



Vice President for Institutional Advancement

The College of Saint Mary, located in Omaha, Nebraska, and the only Catholic all-women's college in the region, invites dynamic, experienced professionals to apply for the position of Vice President for Institutional Advancement. Working closely with a President who has led the College's steady development for 17 years, the Vice President for Institutional Advancement will serve as a member of the senior leadership team planning and executing the institution's strategic initiatives. S/he will direct a staff of nine working to build understanding and support for those initiatives through alumnae relations, annual giving, and major and planned gifts development.

The successful candidate must possess skills and abilities that include the following:

- Outstanding communication, human relations, and planning skills
- The ability to represent a values-centered, women's college and work effectively with administrators, trustees, faculty, alumnae, corporate executives and other friends
- Experience in leading an advancement team
- Knowledge of and experience in utilizing best practices in the several disciplines of fundraising

A Master's degree is strongly preferred.

History: Founded in 1923 in downtown Omaha by the Sisters of Mercy only three years after women had won the right to vote, the College of Saint Mary began as a two-year teacher's college. In 1950, the Sisters purchased 80 acres of land next to a dirt road named 72nd Street on what would become Mercy Road and devoted half the property to the College. The College of Saint Mary grew to become a nationally- and regionally-accredited four-year college. Today the College enrolls nearly 1,000 students in 30 undergraduate programs of study, six Master's degrees, and a Doctor of Education degree.

Environment: Omaha, Nebraska, with a metro area population of roughly 750,000, is the largest city in the state and boasts a cost of living lower than the national average, clean water and air, and quality public and private schools. The city sits on the bank of the Missouri River and offers urban, suburban, and rural neighborhoods as well as numerous cultural and historical attractions, such as the Holland Performing Arts Center and the Lauritzen Gardens. Walking and biking trails allow residents to explore the city and the surrounding Missouri River Valley, and the region's lakes and rivers offer many water sport activities. Omaha is home to two professional and several amateur sports clubs, and the city hosts the annual NCAA College Baseball World Series at TD Ameritrade Park.

Application: Please apply using the following link. **Please put your resume, cover letter, names and contact information for three professional references, including a minimum of one supervisor, in one document before you apply. When the system asks you to attach a resume please attach the document that contains all of the above information. The system allows only one attachment.**

<https://home.eease.adp.com/recruit/?id=12002901>

College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status, or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.

COLLEGE OF SAINT MARY

JOB DESCRIPTION

Position Title: Vice President for Institutional Advancement

Supervision Received: Reports directly to the President

Supervision Exercised: All staff members within the department are accountable to the Vice President for Institutional Advancement. Currently, there are five staff accountable to the vice president : an assistant vice president (responsible for alumnae/friend event planning), a major gifts/ planned giving officer, a grants/foundation relations coordinator, two support staff. In addition, there is an alumnae relations director accountable to the major gifts officer.

DESCRIPTION OF WORK (General Statement of Duties):

The Vice President for Institutional Advancement is first and foremost a member of the senior leadership team of the College. In this capacity the VPIA works with the president and the other vice presidents to plan for and execute strategic initiatives. In particular, the VPIA provides effective and sustained leadership to the Institutional Advancement area and coordinates that work to build both social and financial capital for the College.

Examples of Duties:

- Plans with the President and fundraising professionals within the division an approach to all fund- raising initiatives inclusive of specific campaigns as they are necessary.
- Provides support for the president and other members of the senior leadership team to expand their efforts in securing new donors.
- Develops and maintains relationships with at least 50 to 60 donors.
- Leads planning and assessment processes for each program and staff member within the institutional advancement area.
- Regularly attends public functions with or in place of the president where a CSM presence is necessary.
- In conjunction with the President, oversees all external relations for the University.

Initiative, Judgment, and Job Complexity: Professional and supervisory position; participates in highest level of management of the college.

Financial Responsibility/Consequence of Actions: May be responsible for major amounts of cash or for planning the expenditure of significant dollars.

Contacts: Leadership in establishing culture of respect for all at the college. Exercise of human relation skills is critical to the success of this position. Position is key to maintaining important College relations with alumnae and other publics.

Occupational Group: Administration

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT (Knowledge, Skills and Abilities):

- Outstanding communication, human relations, and planning skills.
- Strategic thinker.
- Ability to represent a Catholic, values-centered, women's college and work effectively with administrators, trustees, faculty, alumnae, friends and corporate executives.
- 5-7 years of management experience.
- Significant experience in the several disciplines of fund raising and the capacity to guide professional development for members of the institutional advancement staff.
- Ability to develop fundraising strategies and plans including comprehensive campaigns.
- High level of energy, initiative, and creativity.

Physical Requirements and Working Conditions:

No extraordinary physical requirements or working conditions.