

## **ROLE: Executive Director of Advancement**

### **About the job:**

The Executive Director for Advancement, reports to the Vice President of Advancement and Enrollment providing leadership to the College's comprehensive fundraising, endowment growth, planned giving and alumni relations program. The Executive Director will oversee annual and comprehensive campaigns, corporate and foundation relations, endowment foundation operations and gift planning, major donors, donor stewardship, prospect research and reporting, and alumni, parent, and donor-centric practices and special events. The Executive Director will provide counsel to the Vice President and collaborate with the Board of Trustees and other College officers to develop and implement institutional advancement strategies that support and enhance the mission and vision of Spring Hill College (SHC). The Executive Director organizes and leads a comprehensive advancement team ensuring that advancement and alumni relations are integrated with the priorities of the College and that their activities align with long-term strategic philanthropic goals for the institution.

### **We're looking for candidates who have:**

- A commitment to the mission of Spring Hill College.
- The ability to earn respect, build good relationships, and establish great rapport with colleagues, alumni and donors.
- The ability to encourage the team to adopt best practices, maintain high standards and reach ambitious goals.
- The ability to inspire the team to accomplish their work with excellence, integrity and a sense of mission.
- Capability to think strategically and creatively, while persuasively advocating for needed resources.
- The ability to make and communicate difficult decisions firmly, in a way that best represents the College.
- A strong track record of sustained fundraising experience with multiple seven-figure gifts.
- Experience and an in-depth knowledge of capital campaign leadership and development.

### **Key Job Duties:**

- Contribute to the mission of Spring Hill College: Rooted in its Catholic heritage and continuing the centuries-old Jesuit tradition of educational excellence, Spring Hill College forms students to become responsible leaders in service to others.
- Be a leading voice of the College's advancement team (communicating the mission, purpose and vision of SHC to new and existing constituencies).
- Select, train, supervise and evaluate the work of staff involved in advancement.
- Develop annual strategies and goals for planned giving that maximize the effectiveness of the staff and secure resources for the College.
- Oversee the recruitment, development, management and retention of philanthropic donors.
- Develop and actively manage a portfolio of principal gift prospects and donors.

- Work with the Vice President to establish short and long-term development and communications goals and strategies, effectively integrating those with the larger institutional goals.
- Serve as key support in facilitating opportunities for the President and Trustees to develop relationships with those who can substantially support the college financially.
- Works closely with the vice president on cultivating and soliciting gifts.
- Develop and maintain systems that measure the performance of fundraising programs at the College and provide reports on a timely basis. Familiarity with Raiser's Edge preferred. Work in cooperation with the Finance Department to ensure proper recordation and reconciliation of all donations.
- Prepare reports for the Board of Trustees as appropriate and requested.
- Provide information that encourages understanding of and appreciation for the work of Advancement and Alumni Relations among faculty, staff and students on campus.
- Successfully oversee all ongoing fundraising programs of the College.
- Prepare the department budget and review monthly operations in comparison to the annual budget in support of fundraising activities.
- Engage in the life of the campus community and represent the College at a wide range of events, including attending events on evenings and weekends.
- Travel as necessary, locally and out-of-town, to meet the duties of the office.
- Think creatively, willing to consider non-conventional methods of fundraising, donor relations and other areas of development.

**Requirements:**

Bachelor's degree is required, Master's degree is preferred. A minimum of five years of experience as a senior level advancement professional. The ability to work effectively with diverse constituencies in a college environment. Other important characteristics include a strong work ethic, competitive nature, personal integrity, emotional intelligence, excellent communication skills, strategic thinking and planning skills. Evidence of a commitment to lifelong learning and professional growth is also required.