



**Position Title:** Vice President, Institutional Advancement

**Status:** Exempt (Hybrid: Remote and On Campus), 37.5 hours per week

**Summary of Responsibilities:** Responsible for all advancement operations. Responsible for designing, implementing, and assessing a comprehensive fundraising program that includes annual giving, corporate and foundation relations, major gifts, endowment gifts, planned giving, capital campaigns, and alumni relations. Regularly collaborates with the President and other senior leaders while also serving on the President's cabinet and other staff committees; the position regularly provides reporting to the Board of Trustees and several of its subcommittees. This position reports to the President.

**Primary Responsibilities:**

- Provides leadership and oversight for the Institutional Advancement related staff including hiring/firing and development of work-study students as a part of the team.
- Provides regular reports to and consults with the Board of Trustees, including relevant committee assignments to the Institutional Advancement Committee and the Trustees Affairs Committee.
- With appropriate staff develops and administers the annual operating budget for Institutional Advancement.
- Represent and promote the School at institutional and public events and conducts major donor visits as needed.
- Serves as a member of the President's cabinet, participating in institutional policy formation and implementation, and providing overall leadership to the School.
- Embrace and enhance the diversity of Iliff's potential donor base in alignment with the goals of the 50in5 initiative.
- Serves as a member of appropriate committees and task forces designated by or with the approval of the President during their relevant existence including accreditation, denominational reporting, and other oversight entities. Other relevant task forces may be included on a per requested basis by the President.
- Provide projections for annual giving, estate giving, foundation support, and endowment giving to the Board of Trustees, President, and Chief Financial Officer as needed.
- Works in consultation with the Grants Program Director to develop and implement a grants program that meets the needs of the school along with ongoing work to identify, cultivate, and solicit foundation (and corporate) gifts.
- Creates annual giving goals and develops an annual giving program. Solicits gifts, develops communications, manages correspondence, identifies new donors, and cultivates new prospects.
- Serves as the lead Major Gifts Officer, identifying potential donors and working on strategies and plans to facilitate the stewardship of major gifts.
- Oversees a cadre of fundraising oriented board members in major donor cultivation and solicitation.
- Develops an Alumni engagement program, identifies new educational opportunities for alums, solicits alumni giving, oversees major community life-long learning education platforms like ReSource.
- Develops and implements planned (legacy) giving program.
- Works closely with the President in all phases of their advancement activities. Regularly travels with the President for major donor visits.
- In consultation with the Chief Advocacy and Communications Officer develops messaging and methods of communication to effectively make institution's case for support, communicate new programs, and announce news. Works with Chief Advocacy and Communications Officer on all digital, print, and social media strategies.
- Serves as a representative to the greater Denver community in appropriate contexts as needed by the school.
- Serves as a trusted advisor to the President on a wide array of matters relating to the operation and long-term viability of the institution.
- Supervisory responsibility for the Grants Program Director and the Advancement Operations Coordinator.

**REQUIRED QUALIFICATIONS**

**Skills/Knowledge/Experience**

- Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from staff, faculty, donors, regulatory agencies, or members of the

business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and /or the Board of Trustees. Excellent interpersonal communication skills with demonstrated ability to interact effectively with diverse populations.

- Demonstrates emotional intelligence, cultural humility, and an ability to customize approaches to attract a diverse pool of donors.
- Experience with database management or relevant comparable experience; knowledge of relevant database systems such as DonorPerfect and/or Jenzabar.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables.
- Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.
- Ability to prioritize, organize, and delegate assignments.

**Education:**

Master's degree (MA) from an accredited graduate school; or four to ten years related experience and/or training; or equivalent combination of education and experience.

**Physical Demands:**

- Must be able to remain in a stationary position for extended periods of time (Approximately 65% of the position is spent in a stationary position.)
- Must be able to input information into and retrieve information from a computer, communicate, and exchange information for extended periods of time
- Light physical activity performing non-strenuous daily activities of an administrative nature.
- Ability to move up to 50lbs.
- Ability to independently travel, especially travel by car; must have a valid driver's license.

**Work Environment:**

Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation.

**Position Annual Salary Range:** \$120,000-\$125,000

**Benefits:** Currently includes medical, dental, life and disability insurance, vacation, sick and holiday pay, tuition waiver program, and a tax-deferred annuity plan.

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**Please submit a cover letter and resume to [humanresources@iliff.edu](mailto:humanresources@iliff.edu). The position will remain open until filled.**