Associate Vice President for University Advancement (full-time, 35 hours/week)
University Advancement
Position N/A

Position Summary: The Associate Vice President (AVP) for University Advancement provides management oversight of the Advancement Office in several functional areas: Corporate and Foundation Relations, Advancement communications, Parent Giving, and the following school based programs: Law, Music, Philosophy, Engineering and Nursing. The Associate Vice President will also be the advancement liaison for the Law Schools Development and Alumni Relations program.

In collaboration with the Vice President for University Advancement, the AVP will define the strategic direction, goals and objectives of the Institutional Advancement Office to include: goal setting, goal monitoring, objectives development, evaluation of progress, reporting and the development of annual plans. Assist in building the advancement staff and processes necessary to sustain a capital campaign. Partner with Deans and other Academic leaders to build their fundraising programs ensuring that gift revenue and prospect activity goals are achieved.

Essential Responsibilities Include: In collaboration with the Vice President for University Advancement, provide overall management of the Development operation. In collaboration with the Vice President for University Advancement, define the strategic direction, goals and objectives of the Development office to include: goal setting, goal monitoring, objective development, evaluate progress, reporting and the development of annual plans. Provide oversight of people management to include monitoring performance objectives and related metrics for individual staff. Providing coaching, mentoring and development feedback for all assigned staff. Develop and utilize reports as management tools. Work extensively with the Deans of his/her assigned schools, the Provost and non-academic leaders to develop fundraising priorities and co-manage their development officer. Develop promotional material related to the approved priorities of the university. Conduct monthly meetings with each assigned development officer and their respective academic leaders to assure progress towards goals, focus on high yield activities and effective use of volunteer resources (especially advisory boards). Serve as the deputy to the Vice President of University Advancement. Act as decision maker on behalf of the Vice President in the Vice President’s absence. In collaboration with the Vice President for University Advancement, recruits talent as necessary to staff a professional and productive advancement team.

Minimum Qualifications: A Master’s Degree and a minimum of ten (10) years of progressively responsible development/advancement experience within a large, highly complex non-profit business environment. Some Higher Education Experience is preferred. Should have a minimum of five (5) years demonstrated experience in supervising and developing advancement staff. Must have some budget and financial analysis experience. Must have experience with capital campaigns, especially soliciting and closing lead gifts, developing solicitation materials, case statements, etc. Must have highly effective interpersonal skills, the ability to lead and obtain results from subordinates and the ability to proficiently communicate verbally and in writing. Must have effective planning skills. Proficiency in Microsoft Office, including: Word, Excel, PowerPoint, and Outlook.

Possession of current and valid U.S. driver’s license appropriate to the type of university vehicle and an acceptable Motor Vehicle Driving Record (MVR) as stipulated in the Vehicle Guidelines and Procedures Manual administered through the office of Environmental Health and Safety. Annual clearance of MVR check through the Office of Environmental Health and Safety.

How to apply: forward resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position title in subject line of email. Applications close on 4/1/16.

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