



# **BENNETT COLLEGE**

## **Job Posting**

**Title:** Vice President for Institutional Advancement

**Date of Posting:** 08/07/17

**Closing Date:** Until Filled

**Job Code:** 17-0808BPD

**Department:** Institutional Advancement

**Reports To:** President

### **GENERAL SUMMARY:**

Bennett College (BC) is seeking a forward-thinking innovative leader to expand the Institution's advancement operation. BC is excited about this moment in the history of the College to optimize fundraising and cultivate major gift prospects; nurture strong, diverse relationships in and outside the institution; and inspire professionals and volunteers to new heights in philanthropy.

The Vice President for Institutional Advancement (VPIA) reports to the President of the College and is a member of the President's Cabinet. The VPIA is the college's chief development officer and serves as a strategic partner with the President. The VPIA will provide leadership and responsibility for the strategic design, and implementation of campus development initiatives. The VPIA must be an experienced fundraiser and manager with a proven track record of success in development. He or she should have an acute sense of strategy at the individual donor level, as well as significant capital campaign experience. The VPIA will have compelling personal qualities of integrity, leadership, outstanding communications skills (oral and written), exceptional judgment, social intelligence, and an entrepreneurial spirit. The VPIA must possess a passion for the mission of Bennett College.

## **ESSENTIAL JOB FUNCTIONS:**

- Develop and direct a comprehensive Advancement Program of unrestricted growth overseeing major gifts, planned giving, the annual fund, alumni relations, grant writing, capital campaigns, event planning and Advancement publications
- Establish the vision and strategic direction for programs advancing the fundraising priorities of the college
- Collaborate with the Board of Trustees and President on all development activities for the college and prepares reports and briefings reflecting initiatives related to institutional advancement
- Lead and develop a highly effective team who make successful and lasting contributions to the college's mission and strategic plan through their relationship building and engagement of alumni, parents, students, staff, and friends of the college
- Develop and maintain a collaborative and open relationship with the chair and members of the Board's Institutional Advancement Committee to ensure the progress of advancement goals
- Provide direction and support for the President's targeted fund-raising activities, including prospect cultivation, briefings, and follow up support
- Equip other senior college leaders and Bennett alumnae with the tools, training and support needed to thoughtfully expand the College's reach into new pipelines of giving
- Develop a strong infrastructure for fundraising by strengthening ties with the local community, working effectively with businesses, and creating methods that enhance alumnae and donor relations
- Develop cutting edge strategies and approaches that result in sustainable growth in annual giving
- Prepare and monitor budgets for development activity subject to the approval of the President
- Plan, directs, and lead any future capital campaigns
- Direct the preparation of grant proposals for corporations, foundations and other charitable enterprises
- Identify funding needs for the college's academic and service programs, including coordinating fundraising among key stakeholders
- Maintain currency in trends, technology and the environmental landscape of advancement and fund development in higher education

- Engage in frequent travel to alumnae events and other opportunities to cultivate and steward major prospects and donors
- Special projects as assigned under the direction of the President

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Substantial fundraising and managerial experience, preferably with demonstrated success in higher education development
- Proficiency in leading and directing complex institutions as well as developing appropriate metrics for the evaluation of the institution's advancement performance
- Experience in planning, implementing, and managing comprehensive campaigns
- Planned giving expertise
- Demonstrated and consistent ability to close on principal gift solicitations
- Expertise in Talisma/Donor2 or comparable donor management software
- Demonstrable management and administrative skills, as evidenced by experience in effectively leading a successful team
- Superior verbal and written communications skills
- Ability to work collaboratively, engage and inspire others, as well as develop a rapport with many diverse people and groups, including faculty, staff, students, alumni, donors and friends of the college
- Ability to build a local network of relationships with key constituents
- Readiness to attend college and community events
- Readiness to travel
- Cultivate strong working partnerships with the college's deans and directors. These relationships will be critical to the growth of all development efforts. These partnerships will be rooted in the VPIA's ability to foster trust, open communication, and the sharing of best practices campus wide.
- Multiply the college's donor pool with a focus on principal gifts and alumnae relations
- Ability to cultivate strong working partnerships with the College's deans and directors
- Ability to multiply the College's donor pool with a focus on principal gifts and alumnae relations

## **EDUCATION AND EXPERIENCE:**

### Required:

- Master's degree or equivalent senior-level experience
- Minimum of five years - fundraising and managerial experience

### Preferred:

- Doctorate's degree
- Minimum of five years - fundraising and managerial experience in higher education development

## **HOW TO APPLY:**

Interested candidates should submit a complete applicant packet, which includes the following documents:

- cover letter
- resume
- application for employment (found at [www.bennett.edu](http://www.bennett.edu))
  - reference Job Code **17-0808BPD**
- three (3) recent letters of recommendation (all letters must be signed and dated within one (1) year)
- unofficial transcripts from every college and university attended
  - official transcripts are required if an offer of employment is accepted

## **ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED**

**Applicant packets must be received ONLY by email at:**  
[hr@bennett.edu](mailto:hr@bennett.edu)

Resumes received without the job code will not be considered.

## **NO PHONE CALLS PLEASE!**

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.