



Director of Advancement

THE POSITION

The Director of Advancement will work as part of the College Management Team to create a strong financial foundation for continued growth of the College. The Director will work in collaboration with the VP of Marketing, Communications and Advancement on the planning and implementation of all fundraising campaigns, including a comprehensive advancement plan, annual fund, capital and endowment funds, major and planned giving programs, donor relations (with an emphasis on high net-worth individuals), and corporate/foundation grant proposals, and will effectively manage all alumni relations activities. The position reports to the Vice President of Marketing, Communications and Advancement.

The ideal candidate will have a proven record as a collaborative leader and change agent. He/She will take the department to the next level by significantly increasing funds raised and broadening relations with senior management, board members, staff, alumni, parents, as well as all other institutional stakeholders. He/She will articulate the vision and mission of Manor College to all constituents.

RESPONSIBILITIES (include but are not limited to):

- Coordinates all fund raising activities. Develops a comprehensive Advancement Calendar and Plan.
- Directs and coordinates the Annual Giving Program, Major Gift Program, special fund-raising events and donor recognition programs.
- Actively develops a creative approach to securing an enhanced donor base with contributions outside of the institution and with particular emphasis on securing major gifts.

- Meets targeted fundraising goal of raising \$575,000 per fiscal year.
- Directs and coordinates grant writing and related research.
- Cultivates and solicits gifts from Manor constituencies, corporations, foundations and government agencies.
- Works with and manages volunteer groups related to advancement and alumni.
- Maintains accurate records of all funds and provides prompt acknowledgement of all gifts. Ensures the advancement and maintenance of donor recognition programs.
- Ensures that the business, fiduciary and legal responsibilities of the College, related to fund-raising activities, are well met.
- Provides leadership and direction in the recruitment and support of volunteers participating in fund-raising programs.
- Maintains effective and positive working relationships among senior management, the general staff, auxiliaries, as well as, members of the Board of Trustees.
- Shall use the standardized appraisal instrument in Annual Staff Employee Performance Evaluation.
- Shall demonstrate use of data analysis, planning, and resource allocation for the administrative unit.
- Shall implement a planned giving program.
- The ability to uphold and promote the college's Catholic Basilian mission and Core Values.

EXPERIENCE AND QUALIFICATIONS

- Bachelor's degree required; advanced degree in a related field preferred
- Minimum of 7 years of experience in non-profit fundraising, with 5 years in a leadership role
- Experience in higher education or institutional advancement is a plus
- Successful experience in face-to-face gift solicitations
- Proven experience in securing major level gifts
- Proven success in leading multi-year fundraising campaigns
- Demonstrated leadership in developing a professional team
- Excellent written and oral communication skills
- Proven organizational skills
- Ability to motivate individuals and groups
- Demonstrated interpersonal skills

- Knowledge and experience with database management, general advancement practices, and gift accounting
- Skilled in the management of *Microsoft Excel* and *RaisersEdge NXT* software
- Ability to travel and work weekends may be required
- Other duties as assigned

PERSONAL ATTRIBUTES

- Strong passion and commitment and infectious enthusiasm for the mission of Manor College
- Record of multimillion dollar fundraising from multiple sources
- A “can do,” “hands-on,” proactive, “get it done” leader and change agent
- Ability to self-initiate, lead and manage multiple types and kinds of events and programs
- Ability to thrive in an entrepreneurial environment; comfortable with ambiguity
- High ethical standards, professionalism, and integrity
- Team player with a collaborative style and personal commitment to service
- Problem-solver who takes the initiative within and beyond areas of direct responsibility
- Seeks consent on major decisions from institutional leadership/understands the meaningfulness of organizational structure
- Excellent communicator and gifted at building personal relationships with a broad constituent base
- Outgoing conversationalist who will compliment the president in close advancement discussions with prospects
- Ability to develop significant contacts of influence and affluence

Equal Opportunity Statement

Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service, or any other status protected by law.