



Meadville Lombard
Theological School

Employment Opportunities

Position: Vice President for Institutional Advancement
Organization: Meadville Lombard Theological School
Location: Chicago, IL
Starting date: Immediately
Website: www.meadville.edu

Meadville Lombard Theological School (Unitarian Universalists) in Chicago, IL seeks a **Vice President for Institutional Advancement**.

The Institution

Meadville Lombard is a seminary affiliated with the Unitarian Universalist Association and the University of Chicago. It is a member seminary of the Association of Chicago Theological Schools. The School's mission is to prepare men and women for liberal ministry.

Meadville Lombard offers its degrees through residential and non-traditional platforms and is currently planning a major innovation in its learning programs and an expansion of its student body.

In the past three years the School's Institutional Advancement office has developed a growing donor base, initiated a successful multi-year giving society, effectively communicated the School's case to a national constituency, and raised new levels of funding for the operating budget and for its growing endowment. Meadville Lombard has participated in the Benevon fund raising program (www.benevon.com) and patterns many of its fundraising activities on that model.

Vice President for Institutional Advancement– Summary of the Position

The Vice President for Institutional Advancement is the primary fundraising/alumni relations officer of the school and is considered a part of Senior Management. Reporting directly to the President, the Vice President currently supervises a staff of two that provide donor and alumni relations support to a base of approximately 3,000 constituents. Meadville's alumni/ae are geographically distributed around the country. In the course of normal work the Vice President will be expected to engage donors in cultivation and solicitation that occurs outside the building. It is anticipated that this position will average about 50% of the time external to the office, be it in local visits or national travel.

The Vice President for Institutional Advancement will be instrumental in creating a robust culture of philanthropy by providing overall leadership for development efforts, with a special emphasis

on securing individual major gifts, to ensure achievement of annual and multi-year fundraising goals and objectives, according to priorities set by the President and Trustees.

This individual is responsible for developing and raising funds to support all capital projects and campaigns, general operating, scholarship, and other expenses through:

- 1) Meadville's individual donor base of alumni, parents, and friends
- 2) Special events
- 3) Corporate donations, and
- 4) Private foundations

He/she will lead all aspects of Meadville Lombard's fundraising function, enhance the public image of the School, and lead strategic efforts to inform and educate donors, prospective donors, and the larger community about the mission, vision and impact of the School. The Vice President will create and maintain highly productive relationships with Board members and other volunteers. Additionally, she/he serves as an important ambassador and public representative in donor settings.

Meadville Lombard plans on launching a \$20 million dollar campaign in 2009 to build a new seminary campus, to expand program support, and to grow its endowment. The Vice President for Institutional Advancement will have a significant role in leading and supporting the Board and volunteers in bringing this campaign to a successful conclusion over the next three to five year period.

Lastly, the Vice President for Institutional Advancement has a role in leading the overall alumni/ae relations effort of the School. This area of the department has tremendous opportunity to grow and the right individual will seize the opportunity to build the infrastructure for Alumni/ae relations, thereby maximizing future philanthropy.

Performance Expectations

The following performance objectives have been set forth to outline the expectations of the position.

Leadership Objectives

- Develop and maintain productive and respectful relationships with Trustees, volunteers, donors, prospects, philanthropic communities and other related constituent groups.
- Participate in organizational long and short range planning. Works with the Development Committee and the Trustees on the long-term plan for the school.
- Formulates and maintains a clear development plan showing how goals can be met and how development staff, other school staff and volunteers will be involved in achieving the development goals; holds staff accountable for achieving their goals.

- Create and maintain strong, productive and mutually-beneficial relationships with other Meadville Lombard employees to help build and foster a culture of philanthropy throughout the school.
- Emulate a commitment to professional development and life-long learning, both for him/herself and the development staff.
- Provide ongoing fund development education, training and support to Trustees and other Meadville volunteers and staff.
- Participate as a member of the President's Leadership Team along with Provost and Vice-President for Finance and Administration.

Fund Development Objectives

- Organizes and directs the operations of the Development Office, including maintaining files and records, billing, donor recognition and fundraising programs.
- Directs the completion of the "Changing Lives to Change the World" Capital Campaign over the designated timeframe.
- Calls on donors and potential donors asking for gift commitments. Holds development staff and others accountable for making the "asks" required to meet development objectives.
- Develops a yearly proposed budget for all Development Office activities and reports to the president and Board regularly on the results of the school's development efforts.
- Plans, coordinates and directs fund-raising activities and reports to the President and Trustees regularly on the results of the school's support groups.
- Is responsible for creating and updating/evolving methods of funding for the school including fund-raising techniques, materials and resources.
- Coordinates and assists in seeking available grant funds from foundations and corporations.
- Works with other administrators and the Development Committee to develop and execute programs and campaigns to raise funds for both endowment and physical plant improvements and additions.
- Works closely with Meadville Lombard's President and other key administrators and volunteers to identify, cultivate, solicit, and steward key donor prospects.

Communications and PR Objectives

- Maintains open lines of communication to all appropriate constituencies: alumni/ae, parents, faculty, students, friends of Meadville Lombard, business and civic community.
- Oversees and contributes to the regular publication and distribution of communication vehicles to the school constituencies, including the school's Annual Report.
- Serves as an articulate, passionate and visible spokesperson for Meadville Lombard.

Volunteer Engagement Objectives

- Work with and provide training for Meadville's Trustees in motivating and managing donor identification, cultivation and solicitation activities.

- Assist the President with Board member development and recruitment to help create a more engaged and effective fundraising resource for the school.
- Recruit people of influence to Meadville's resource development efforts.

The Qualified Candidate

Meadville Lombard Theological School seeks an innovative, entrepreneurial professional with a minimum of 5 to 8 years fundraising tenure, preferably with higher education school experience, and a proven record of success in soliciting major gifts from individuals, corporations and foundations. A track record in personally raising significant funds annually from a variety of sources is necessary. Management experience and demonstrated success with budget preparation, planning and resource management, and staff development and supervision are also required. A passion for the mission of Meadville and Unitarian Universalist education is essential.

The successful candidate will have a/an:

- Bachelor's degree (graduate degree preferred), or equivalent work experience
- 5-8 years progressive experience in development in a wide variety of areas, including, but not limited to capital campaigns, major gift initiatives, strategic planning, and board/volunteer work
- Minimum of 5 years in leadership and a supervisory position with the proven ability to build, lead, mentor, and manage an organization/department
- Active faith life, familiarity with Unitarian Universalist practices and education, and willingness to participate in the school's religious activities as appropriate
- Collaborative, friendly and approachable nature with enthusiasm, drive and motivation to fulfill Meadville's mission
- Proven expertise in taking initiative, building and maintaining strong rapport and positive relationships with various constituencies
- Excellent verbal and written communication skills with the ability to serve as a lead spokesperson for the institution when needed
- Working knowledge of Microsoft Office
- Knowledge of Blackbaud's Raiser's Edge and/or other database software and understanding database management needs is preferred

To Apply

Candidates with the specified qualifications may come from a traditional development and/or ministerial background.

Persons from traditionally underrepresented groups are encouraged to apply.

Application process:

Please submit a letter of application, a resume, three references, pertinent work and writing samples and contact information to J'zhanel Cole at jcole@meadville.edu.