

**Carroll University**  
**Assistant Vice President for Development**

Carroll University seeks a seasoned leader and fundraiser to partner with the Vice President for Institutional Advancement, foster a team environment, develop and execute strategic plans, secure increasing levels of private support, provide leadership for campaign strategies, cultivate upper tier prospects, and communicate and demonstrate the mission and ethos of the institution.

Experienced ... Innovative ... Supportive ... Relationship Builder ... High Energy  
Collaborative ... Positive ... Mentor ... Sense of Humor ... Self-Motivated  
Positive ... Effective Communicator ... Problem Solver ... Coach ... Honest  
Hard Working ... Motivator ... Team Player ... Diplomatic ... Results-Oriented

**The Position**

**Responsibilities:**

- Develop a working knowledge of Carroll University and funding priorities, specifically to articulate a compelling case for support to all constituents.
- Lead, partner, and communicate closely with the development team in planning long and short-term strategies to develop relationships and secure financial support from individuals through major, planned, and annual gifts.
- In consultation with the Vice President; lead, coach, and assess development programs to fulfill the mission of the University and the growth of private financial support.
- Set direction and guide the donor relations and stewardship program to impact and effectively demonstrate meaningful appreciation to donors at all levels of giving.
- Provide direction and leadership to ensure that the use of prospect screening and other research are utilized to their fullest potential to help guide fundraisers and maximize solicitations and donor outcomes.
- Collaborate with the Vice President to develop aspirational and achievable principal fundraising goals and measurable strategic objectives.
- Utilize best practices for advancement services to set direction, supply guidance, and ensure that constituent records are safeguarded and utilized at their highest capacity.

- Manage prospect pools and generate the information necessary for campaign reports, the potential for data mining, and all other development-related activities.
- Provide leadership for the strategy and implementation of a comprehensive campaign while following widely accepted best practices.
- Manage a portfolio of 50-100 prospects and generate 5-10 prospect visits per month, realizing growth in the number of completed solicitations.
- Prepare written proposals, informational materials, endowment agreements, and other documents required in the process of securing commitments from donors.
- Supervise, coach, mentor, motivate, and evaluate the Director of Planned Giving, Director of Annual Giving, Director of Stewardship and Donor Relations, Director of Advancement Services, Director of the Old Main Society, and Senior Advancement Officers for the preparation and implementation of campaign and annual goals and objectives.
- Assist in the planning and implementation of fundraising programs for individual departments within the University. Specifically, work with the Vice President, Deans, and Department Chairs to establish funding priorities.
- Establish, with the appropriate Institutional Advancement team members, annual goals for cash receipts, annual giving, major gifts, planned gifts, foundation and corporate gifts, as well as special and comprehensive campaigns.
- Develop, with the appropriate Institutional Advancement team members, annual budgets for development office program activity. Monitor and evaluate revenues and expenses as compared to approved budgets to ensure sound fiscal management of all resources.
- Communicate closely with the Senior Director of Alumni Engagement regarding alumni events and activities, homecoming, reunion activities and giving, regional events, service projects, and other programs that enhance relationships with all constituents.
- Support various University officials in the solicitation of leadership gift prospects, specifically those identified as Old Main Society prospects.
- Coordinate with appropriate team members to facilitate regular prospect management meetings, including prospect clearance; strategy development; and moves planning, execution, and tracking.
- Report prospect activity on a timely basis through contact reports and prospect tracking system updates.

- Recruit development team staff when necessary in order to meet annual goals and objectives and for the preparation and implementation of a capital campaign.

## **The Qualifications**

### **Education and Experience:**

- Bachelor's degree required.
- Minimum of ten years of progressively responsible professional fundraising and management experience, preferably in higher education, including a minimum of four years of supervisory and leadership experience.
- Working knowledge of planned giving and deferred giving vehicles.
- Working knowledge of foundation and corporate fundraising.
- Substantial successful track record in the cultivation, solicitation, and stewardship of major gifts (above \$50,000), including personal success in closing six and seven-figure gifts.
- Experience with capital campaigns, preferably multi-year comprehensive campaigns.

### **Technology Skills:**

- Thorough working knowledge of metrics-driven major gift fundraising programs.
- Demonstrated experience with prospect management systems.
- Knowledge of advancement data systems.
- Knowledge of Microsoft Windows, Excel, Outlook, and Word.

### **Human Relations Skills:**

- Demonstration of integrity, positive attitude, diplomacy, tact, courtesy, and sense of humor.
- Superior written and verbal communication skills.
- High energy level, self-motivated, and self-directed to design and complete complex projects in a fast-paced environment.
- Possession of the skills and desire to: multi-task and meet deadlines; be a team player; work collaboratively; understand the principles and techniques relevant

to major gift fundraising and campaign management; and participate in evening, weekend, and travel activities as necessary.

- Strong interpersonal and organizational skills and aptitude to work with people of different ages, temperaments, and backgrounds.
- Demonstrated ability to maintain sensitive and confidential information and materials with discretion.
- Appreciation for, willingness and ability to support, and ability to clearly articulate and advance the Mission and Ethos of the University.
- Willingness to support the Statement of Ethics created by the Council for Advancement and Support of Education.

## **The University**

Carroll University, a highly regarded, medium-sized private university, was the first institution of higher learning in Wisconsin. Founded in 1846, two years before Wisconsin became a state, and grounded in the liberal arts tradition, Carroll is affiliated with the Presbyterian Church and affirms a mutual commitment to encourage intellectual curiosity, demonstrate excellence in education, and seek relevance in the quest of knowledge and its application in a complex global society.

A new President, Dr. Cindy Gnadinger, assumed office in July 2017. She is leading the development of a new strategic plan that will drive the institution's ongoing progress in program growth and academic quality enhancement.

The University's educational philosophy is sustained by four pillars: integrated knowledge, gateway experiences, lifelong skills, and enduring values. These pillars support the "Carroll Experience" and the vision for students to achieve a lifetime of potential. With an Ethos that embraces respect, integrity, and stewardship; Carroll values the diverse cultural, multi-national, religious, and ethnic composition of the entire University community.

Over the past decade, the University has grown significantly in programs and enrollment. With approximately 3,500 full-time and part-time undergraduate and graduate students, Carroll is comprised of the College of Health Sciences, the College of Arts and Sciences, and the School of Business. The University offers more than 95 areas of study and awards 12 degrees, including five bachelor's degrees, six master's degrees, and one doctorate degree. Carroll is home to 22 NCAA Division III athletic teams and competes in the nationally-recognized College Conference of Illinois and Wisconsin.

For additional information about Carroll University, please view the website links below:

[Homepage](#)

[Fast Facts](#)

[Office of Institutional Advancement](#)

[Mission and Purpose Statements](#)

[Leadership](#)

## **The Location**

The University is located in suburban Waukesha, 16 miles west of Milwaukee. Waukesha County annually ranks as one of the most highly educated, healthiest, fastest-growing, and wealthiest counties in the state of Wisconsin. The campus is nestled in a residential neighborhood within a 12-minute walk to the historic downtown. This charming riverfront city is filled with art galleries, boutique shops, and many unique restaurants and coffee shops. In 2012 the city was ranked in the top 100 for “Best Communities in the United States for Young People” by America’s Promise Alliance and “100 Best Places to Live” by *Money Magazine*.

The city is a short distance from Wisconsin’s largest city, Milwaukee, and the Lake Michigan shoreline. Milwaukee was rated one of the top 15 emerging downtowns in the United States in 2013 by *Forbes*. The convenient access to urban life provides a multitude of opportunities for the arts, dining, shopping, museums, and sports. Wisconsin’s state capital, Madison, is located 60 miles to the west, and the world-class city of Chicago is located 90 miles to the south. Both are easily accessible by car or train.

## **The Invitation**

### **Application, confidential conversation, or nomination.**

**To apply**, please submit a complete curriculum vitae and a letter of application. The letter should summarize your professional qualifications and the accomplishments that reflect the skills, background, and experience to be successful in this key position. Successful applicants will provide specific examples of past work experience as it relates to the position responsibilities and qualities listed above. Send your application materials to me at the email address below. The deadline for receipt of applications is Friday, August 10th.

To arrange a day and time for a **confidential conversation**, simply email me at the address below.

If a colleague comes to mind you feel might have an interest, I would welcome your

**nomination.** Please forward your nomination to me at the email address below or contact me by phone.

Thank you for your consideration,

**Gary R. Rhoads, Search Consultant**  
[grhoads@strategicsearchadvantage.com](mailto:grhoads@strategicsearchadvantage.com)  
**570-484-6414**

*Carroll University is an Equal Opportunity Employer. The University does not discriminate in any manner contrary to law or justice on the basis of race, color, sex, age, religion, sexual orientation, national origin, disability or veteran's status in administration of programs or in the employment of faculty and staff.*