

Holy Apostles College and Seminary seeks applications for an Associate Vice President of Institutional Advancement & Outreach and will serve as on the senior management team responsible for all outreach engagement activities. These activities will include alumni relations, grants, fundraising, conferences & events, major campaigns, and other PR-related activities. The Associate Vice-President will support the mission of Holy Apostles College & Seminary and contribute to the overall success of the institution through a respectful, constructive, and energetic style, guided by the Charism and Mission of the College and Seminary and the Society of the Missionaries of the Holy Apostles.

This position is a realignment of the College's effort to engage current and future donors, alumni, and other sources of institutional support working collaboratively with the President and other staff at the College and Seminary. There has been a history of giving at HACS but this position will coordinate the advancement and outreach efforts currently in place and establish a more focused office.

You will supervise all gift fundraising activities as well as corporate and foundation relations. You will play a central role in designing and managing gift giving, as well as strategy development for the President, Vice Presidents, Deans and others. You will also develop a personal portfolio of prospects. Working in close coordination with College and Seminary staff, you will work to ensure that major gift fundraising efforts address goals and needs for scholarship, endowment growth, and other strategic initiatives for both the College and Seminary. This role will personally play a key role in generating all gifts (and in-kind donations) and work with primary focus on cultivation, solicitation, and stewardship of gifts. At times, you will be the spokesperson for HACS on matters related to College-wide communications in conjunction with our Marketing Service Provider.

About HACS:

Responsibilities:

60% - Supervision/Management: The Associate Vice President of Institutional Advancement & Outreach supervises all functional areas under his/her department including non-academic grants, fundraising, alumni donations, events & conferences, and any capital campaigns. Some areas still need to be developed.

15% - Strategic Planning/Administration: As a member of the Vice President's senior team, the AVP will assist in broader divisional planning, administration, and management.

15% - Other duties as assigned by the President of the HACS.

10% - Prospect Development: The AVP will develop and maintain a personal portfolio of major and principal gift prospects.

Education Requirements:

- Bachelor's degree required
- Master's degree preferred

Qualifications:

- 5-7 years of progressively responsible development experience, with at least 3 years' experience in higher education
- Recognized high-level expertise and accomplishment in major and principal gifts fundraising, with substantial demonstrated success in closing gifts and donations
- Technical understanding of, and experience working with, planned giving instruments and marketing of planned giving programs.
- Demonstrated experience building successful, productive relationships with all administrators, deans, and trustees.
- Demonstrated experience staffing high-end advisory boards and committees
- Extensive supervisory experience of professional staff
- Excellent written, verbal and interpersonal communication skills, as well as analytical, research and management skills
- Familiarity with fundraising systems and strong command of MS Office Suite of products
- Maturity; ability to handle multiple tasks simultaneously in a deadline-oriented environment
- **Position may require travel, evening and weekend work to attend events or meet seasonal deadlines.**