



Vice President for Institutional Advancement

Office of Institutional Advancement

Position Summary:

Reporting to the College president and serving on the president's cabinet, this executive will provide leadership for all College development and alumni relations functions, including annual fund, major gifts, and planned giving. The VPIA will provide counsel to the president, and guide staff and volunteers toward achievement of annually established goals toward the successful accomplishment of Montreat College's vision. The VP of Institutional Advancement will develop an overall strategic plan to generate gift income for the College and conduct ongoing analysis and program implementation to achieve established goals.

Qualifications:

A qualified candidate will have a personal commitment to Jesus Christ and support the Christian character and mission of Montreat College. The candidate will possess progressively increasing responsibility and success in both annual giving and major gifts. The candidate will also possess a clear understanding of and ability to articulate the essentials of a Christian liberal arts college. Additionally, this person must possess the necessary leadership, fund raising, and external relations skills to ensure success of a results-oriented and energetic Advancement program.

Other qualifications include:

Excellent people skills.

Excellent verbal and written communications abilities.

Proven personnel and volunteer leadership skills.

Strong organizational, management, and supervisory skills are essential; experience in managing volunteers is helpful.

Demonstrated ability to make effective oral and written presentations.

6-10 years proven experience in Advancement leadership.

Proven track record in delivering results against objectives in generating gift revenue.

High degree of competency in data management.

Ability to build teams and provide leadership.

Capacity to grasp and communicate vision to a broad spectrum of constituencies.

Bachelor's degree required. Masters or doctorate preferred.

Responsibilities:

Develop and implement strategic plan to achieve a stable and growing annual fund.

Build and develop a growing major gifts program for Montreat College.

Cultivate and solicit a personal portfolio of major gift prospects, including making qualified and documented contacts each month.

Develop and implement plan for Montreat College's readiness to conduct a successful capital campaign.

Build and develop a growing planned giving program for Montreat College.

Build and develop an increasingly effective alumni relations program.

Oversee the establishment, management and accountability of measurable goals for the Advancement team.

Develop long-term thinking and strategic plan for building a high-performing Advancement office.

Assist the president in development of qualified prospects for the Board of Trustees.

Provide leadership to insure Montreat College's advancement services are professional, accurate and timely. This includes gift receipting, data integrity, donor research, and stewardship of donor relations. Develop any needed policies and procedures to insure professional functioning of Advancement activities.

Provide leadership for College fundraising activities being planned by other departments of the College insuring the highest level of professionalism, following advancement best-practices.

In partnership with the president, provide leadership to the President's Advisory Council (PAC).

Provide leadership for the Montreat College Foundation.

Provide leadership for community relations as an ambassador of the College to the local areas that surround the College: Montreat; Black Mountain, and; Asheville, NC.

Represent the College at events on and off campus.

Other duties as assigned.

Reports to: Montreat College president.

Education: Bachelor's degree required. Master's or doctorate preferred.

Application Requirements:

1. Completed application.

<https://www.montreat.edu/wp-content/uploads/2017/08/application.docx>

2. Cover letter reflecting the candidate's ability to perform the job as detailed in the job description.
3. An updated resume.

4. Personal statement of Christian faith.
5. Three professional references.

By mail, send to:

Montreat College
Paul J. Maurer
President
P.O. Box 1267
Montreat, NC 28757

By email, send to:

Hope Deifell at hdeifell@montreat.edu

About Montreat College:

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.