



Vice President for Advancement - Chief Advancement Officer (CAO)

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 gifts. The CAO 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 CAO 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:

1. Strong organizational and proven leadership/management skills are essential; experience in managing volunteers is helpful.
2. Demonstrated ability to build a team.
3. Excellent verbal and written communications abilities.
 - a. Demonstrated ability to make effective oral and written presentations.
 - b. Capacity to grasp and communicate vision to a broad spectrum of constituencies.
4. 6-10 years proven experience in Advancement or development leadership.
5. Demonstrated track record in delivering results against objectives in generating gift revenue.
6. High degree of competency in data management.
7. Bachelor's degree required. Master's degree preferred.

Responsibilities:

1. Develop and implement strategic plan to achieve a stable and growing annual fund, known as the Keystone Scholarship Fund.
2. Build a growing major gifts program for Montreat College.
3. Cultivate and solicit a personal portfolio of major gift prospects, including making qualified and documented contacts each month.
4. Facilitate all aspects of the college's capital campaign, named Montreat Miracle: The Next Chapter.
5. Build and develop a growing planned giving program for Montreat College.
6. Build and develop an increasingly effective alumni engagement program.
7. Oversee the establishment, management and accountability of measurable goals for the Advancement team.
8. Develop long-term thinking and strategic plan for building a high-performing Advancement office.
9. Assist the president in the development of qualified prospects for the Board of Trustees, and also serve as an *ex officio member* on the board's Committee on Trusteeship.
10. Provide leadership to insure Montreat College's advancement services are professional, accurate

- and timely; to include - gift receipting, data integrity, donor research and stewardship.
11. Maintain up to date gift policies and procedures to insure professional functioning of Advancement activities.
 12. Provide leadership for College fundraising activities being planned by other departments of the College ensuring the highest level of professionalism, following advancement best-practices.
 13. In partnership with the president, provide leadership to the President's Advisory Council (PAC).
 14. Provide leadership for the Montreat College Alumni Leadership Council in partnership with the Alumni and Parent Relations Coordinator.
 15. Provide leadership for the Montreat College Foundation.
 16. 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.
 17. Represent the College at events on and off campus.
 18. Other duties as assigned.

Application Requirements:

1. Completed [application](#).
2. Cover letter reflecting the candidate's ability to perform the job as detailed in the job description.
3. An updated resume/CV.
4. Personal statement of Christian faith.
5. Affirm and support Montreat College's Statement of Faith and Community Life Covenant.
6. Three professional references.
7. By mail or email send application requirements to:
Catherine Rybicki, Executive Assistant to the President
Catherine.rybicki@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 associate degrees. The main campus is 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. The College is a governing member of the Council for Christian Colleges & Universities (CCCU).