



## JOB DESCRIPTION

<b>Job Title</b>	<b>Vice President of Relationships and Advancement</b>
<b>Department</b>	Administration
<b>Reports To</b>	The Office of the Chief Operating Officer
<b>Positions Supervised</b>	Managers, Hourly Staff, Volunteers
<b>Hours</b>	Monday - Friday (available to work nights/weekends as required)
<b>Employment Class</b>	Exempt
<b>EEO Class</b>	1
<b>Authorized Driver</b>	Yes

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification by applicable state and federal laws.

### Summary

As the “Chief Fundraiser and Philanthropic Strategist,” the Vice President of Relationships and Advancement (VPRA) will focus on and then act upon building trusted and lasting relationships. These relationships must engage Board Advisors/Donors, alumni and their community extensions, stakeholder dioceses, and, or corporate/religious organizations that align in support of the USML mission. The depth of relationships will result in significant philanthropic funding, enabling USML to continue to act upon its strategic purpose. This position will also develop robust and collaborative relationships within the University, Archdiocese, and local, regional, and national Catholic humanitarian community.

In requirement of widening University circles of financial support/partnership, the VPRA is responsible for inspiring purpose; is the keeper of the “pay it forward” flame; embodies comprehensive strategy to activate the multi-channel deepening of USML alumni relationships, both pastoral and layperson professionals. Each day the VPRA articulates the cause to drive and connect heightened emotional commitment; that fosters deeper philanthropic engagement with the Board of Advisors; Major Donors, and their respective networks.

The VPRA is the inward/outward face of advancement in support of the mission, engaging the University administration, faculty and other academic leaders to support transformational ideas and attract unprecedented levels of philanthropy.

This position requires a highly skilled, strategic/relationship oriented, highwire leader of people who can relate to individuals at all levels within/outside the organization. The Vice President must at all times be sensitive to organizational needs, employee goodwill and the overarching mission of the Catholic Church.

## Core Leadership Functions

- Define authentic behaviors, and processes to deliver high-quality, sustainable relationship engagement.
- Be a key leader in forecasting needs and aligning human/intellectual capital to the budget and Strategic Plan.
- Execute major USML initiatives and collaborate positive change management.
- Work with Strategic Partners and lead the development and ongoing update of the fundraising plan to support the USML mission and rolling twenty-year Capital Reserve Plan.
- As appropriate collaborate on and courageously lead the implementation of USML plans and strategies; continually monitor their effectiveness, and if necessary, fail fast.
- With Senior Leadership, change management efforts; recognize/reward ongoing performance; complete and continue to measure development/succession plans.
- Ensure efficient use of the University funds & operating processes (i.e., prioritization, resource allocation); reinforce USML culture/behaviors.
- Develop a rapid response to Donor requests, event participation, and overall experience management that will engage and provide quality.
- Demonstrate “safety for all persons and quality of product/experience” leadership balanced with financial resources.

## Essential Job Functions

- Lead the development/prioritization of fundraising efforts, including an appropriate scope of effort; oversight of process; as necessary; the selection of vendors; approval of proposals, and all performance monitoring.
- Critical ability to design/lead capital campaign projects at a collaborative and influence level; obtain buy-in; drive execution, progress, and campaign achievement.
- Carry a small but significant portfolio of high-value prospects and donors with “primary” responsibility for the relationship with each person.
- Conduct statistical analysis to identify economies of resources; develop a protocol of best practices.
- The ability to understand USML goals and recommend new approaches, policies, and procedures.
- Develop a culture of philanthropy throughout the University, providing for unified efforts and support.
- Serve as a member of the executive team and other executive management committees as appropriate—representing the USML advancement division and offering expertise.
- Take responsibility for fundraising revenue projections both short term and long term while also overseeing the department’s expenditures and budgeting.
- Work with the Archdiocese to manage communication of “activated” University continuity plans.
- Illustrate via interactive dashboard the monthly financial fundraising achievement to goal.
- Work in close collaboration with the COO & SVP, Financial Operations to communicate the projections of “in the year for the year, and for all other years,” donor giving.
- Ability to be comfortable with high volume workload as a Strategic Administrator; delegate with rigorous follow through to ensure the quality of efforts.
- Develop a clear, measurable plan for alumni-relations, activities, continuing education opportunities, spiritual support, and alumni networking to leverage the Universities relationship with its alumni base.

### Ancillary Job Functions

- A strategic, yet in concept, “hands-on” approach to monitor the "pulse" of high-level satisfaction/engagement.
- Provide guidance, coaching, and support to management and staff regarding employee relations issues, performance management, policies/procedures.
- In collaboration with HR, responsible for administering and monitoring performance management.
- Demonstrate excellent communication skills; can translate sophisticated analysis in bullet point fashion to vertical/lateral key decision-makers/stakeholders
- Comfortable setting a self-path, and communicating it; thriving in a dynamic, fast-paced, lean work environment, able to strategically prioritize time and competing initiatives, focusing on those that will have the greatest impact in support of the mission.
- Excels while working with strong deliverable demands; possesses the ability to identify barriers, collaborate with others to drive and execute upon solutions.
- Uncompromising internal and external customer service focus; possessing outstanding organization skills.
- The ability to manage multiple priorities simultaneously; orientated on the quality of results against budget.
- Other duties as assigned.

**Education and Experience**, an equivalent combination of education, training, and experience may be considered.

- A minimum of eight to ten years of leadership with deepened benefactor relationships within the Chicago Catholic community.
- Extensive management experience with a proven track record of delivering major-gift level fundraising success in a sophisticated Catholic fundraising organization.
- Demonstrated experience as the chief fundraiser/chief fundraising strategist for a complex organization.
- Substantial campaign management experience at the nine-figure level; ability to articulate campaign priorities to a variety of internal and external constituents and stakeholders.
- Successful experience leading and developing a team of development and engagement professionals; ability to serve as a supportive and uplifting leader while holding people accountable.
- Ability to learn and think quickly to gain a broad and profound appreciation for the University of Saint Mary of the Lake Mundelein Seminary and its mission-centric culture.
- Strong interpersonal skills and competence in developing healthy, lasting and productive relationships with a broad and diverse groups of constituents and stakeholders.
- Experience with rapid and complex tiered and changing environment while residing in a University formed in tradition.

**Knowledge, Skills, and Abilities** which may be representative, but not all-inclusive of those associated with this position.

- Experience in listening and asking the right questions to analyze situations; not having to solve the problem.
- Ability to demonstrate trust, and act as a strategic partner to organization-wide leadership teams.
- Demonstrated strong project and time management skills.
- A passion for creating an engaged Catholic work environment to support the formation of parish priests and those who collaborate with them in Ministry.
- Excellent technological skills; Spanish speaking is desirable; MS Office expertise.



**Work Environment** conditions commonly associated with the performance of the functions of this job.

- Genuinely support and cohesively work with others in a Catholic environment.
- A vast and historical 1100-acre wooded campus (lake, buildings, bridges, 27-hole golf course, farm fields).
- Work under pressure and meet established goals and objectives.
- The capacity to maintain composure under stress, using tact, good judgment...” you are always on stage.”
- A commitment that all people have the right to dignity, respect, opportunity and full community inclusion.
- Possess a philosophy that is consistent with the Mission, Vision, and Values of the University organization.
- Consistently well-groomed to meet the expectations of the Donor audience; must have a valid driver’s license.

**Physical Abilities** that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Physically able to perform the duties as assigned including the ability to lift to 30 pounds
- Ability to stand, sit, or walk for extended periods of time.
- Ability to routinely ascend two to four sets of steps multiple times during the day.