



ALBERTUS MAGNUS COLLEGE

Assistant Vice President for Advancement



Pictured: Rosary Hall

The Opportunity

The Office of Advancement at Albertus Magnus College has a particular and specific mission, working to cement the relationship between the College and its alumni, friends, and other supporters. The **Assistant Vice President for Advancement (AVP)** position offers an array of opportunities to create meaningful and philanthropic connections that will strengthen the College and secure its legacy for the future. The AVP, a new position designed to provide additional breadth for the College's Advancement function, will work collaboratively with the Vice President for Advancement (VP) to develop, implement and achieve strategic plans for increasing private support, to provide direction for major, corporate and foundation gifts, and to oversee annual and planned giving, donor relations, alumni engagement, and prospect research.

The AVP will be directly involved in the identification, cultivation, solicitation, and stewardship of gifts and must be able to effectively communicate the mission and values of Albertus Magnus College. The AVP is expected to collaborate with the VP and other colleagues in the Office of Advancement, the Office of the President, and others across the Albertus campus. The AVP will play a key role in preparing Albertus to launch a transformative and comprehensive 100th anniversary campaign with a special focus on Catholic prospects and donors. It is essential that the AVP demonstrate a working knowledge of current best practices in all aspects of fundraising and Advancement.

About Albertus Magnus College

Located in New Haven, Connecticut, Albertus Magnus College is a coeducational private liberal arts college that provides an education which is practical in its application. Founded by the Dominican Sisters of Peace, Albertus Magnus is faithful to its Catholic heritage and the Judeo-Christian tradition and remains dedicated to providing an opportunity for learning which responds to the academic needs and ethical challenges of its students and society.

Albertus thrives as a diverse and dynamic institution, serving 1,500 students in three distinct degree programs: traditional undergraduate, accelerated adult undergraduate, and master's degrees. The College offers 50 undergraduate majors, minors, and concentrations, with pre-professional preparation and ten graduate programs to a diverse student body in its Undergraduate Program and Division of Professional and Graduate Studies. Through its liberal arts and professional educational offerings as well as its long-standing excellence in student-centered, values-based education, Albertus Magnus College is a shining example of modern-day education.

The Albertus campus provides a distinctive environment for students, faculty and staff. The College's 50-acre, park-like grounds are within walking distance of downtown New Haven and

are located in Prospect Hill, one of the city's most distinguished residential neighborhoods featuring both early 20th century mansions and modern architectural gems. Numerous academic, student services, and athletic facilities grace the campus, offering its students exceptional cultural and experiential learning opportunities.

Principal Duties of the Assistant Vice President for Advancement

Specifically the Assistant Vice President for Advancement will:

- Assist the VP in planning and implementing long- and short-term strategies to secure gifts from individuals and organizations through major, annual, and planned gifts;
- Manage, mentor, and guide the Advancement staff, including the Office of Alumni and Parent Engagement, and encourage their highest level of performance;
- Work with the VP to establish measurable goals to drive fundraising results that are both aspirational and achievable;
- Identify, cultivate, solicit and steward a portfolio of 50-75 donors and prospects;
- Manage a comprehensive marketing and stewardship plan for the College's planned giving society (The Prospect Hill Society);
- Guide the stewardship program to recognize donors in effective and meaningful ways;
- Develop strong positive relationships with the college community to assist in establishing the Advancement office as the major resource and coordinator of all fundraising.

Qualifications and Preferences

Albertus Magnus College is seeking a proven fundraising leader, manager, and expert with a demonstrated track record of accomplishments. The ideal candidate will possess the following:

- At least seven years of successful and progressive fundraising experience, preferably at an institution of higher education;
- Demonstrated fundraising success and experience, with a range of responsibilities that include the management or supervision of fundraising and alumni engagement staff and processes;
- Ability to serve as an insightful, collaborative partner to the VP for Advancement, the Office of the President and others across the Albertus campus in an effort to lead, support, and strengthen all fundraising initiatives;
- Ability to offer coaching support to the staff in the Office of Advancement;
- Strong and proven written, oral, and interpersonal communication skills with the ability to interact and collaborate with varied constituencies in a professional manner;
- Bachelor's degree, with a master's degree as an added plus;

- Working knowledge of the various social media and technology platforms used in an academic office setting; familiarity and experience using Raiser's Edge an added plus;
- Demonstrated knowledge and understanding of the College's Mission, history and traditions;
- A positive "can do" attitude and the ability to keep an upbeat attitude while working under pressure.

Special Work Schedule Requirements

Full-time work hours are Monday to Friday 8:30a.m. to 4:30 p.m. Occasional support on evenings and weekends will also be expected.

Application Procedure

Applications will be accepted until position is filled. To be considered, qualified applicants should submit a cover letter, current resume, and contact information for three professional references as one document electronically to hr@albertus.edu. Please reference search #106 in the subject line.