



Assumption University

Boyden Executive Search Contact

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Position Summary

As its next Vice President for University Advancement, Assumption University seeks a dynamic, innovative, and entrepreneurial leader who can achieve one of the most important goals of the first 10-year strategic plan in our history: to “transform the paradigm of philanthropy at Assumption.”

A successful Vice President will understand and champion the centrality of philanthropy to the financial thriving of the University; cultivate and leverage our network of more than 16,000 alumni; extend philanthropy beyond our alumni base to corporate, foundation and other partners that support our mission; creatively deploy leading-edge technology and data analysis to identify opportunities and inform and assess operations; build and lead a best-in-class, creative and energetic team that is both joyful and accountable; identify new philanthropic strategies and stay ahead of developing trends; believe in the powerful combination of Catholic liberal education and professional preparation; understand the unique character and needs of Assumption students; and make a compelling case for giving to Assumption University.

The new Vice President will be equipped to begin near-term testing, preparation, and launch of the most ambitious capital campaign in Assumption’s history, with a target of at least \$100 million. The successful candidate will be able to balance careful analysis with urgency and guide the use of University resources, including the University President’s time and travel, to maximize philanthropy. As a member of the President’s Cabinet, she or he will serve as a senior institutional leader, participate in the development and execution of University strategy, and work closely with our Board of Trustees.

Essential Function

Under the direction of the President, the Vice President for Institutional Advancement, a member of the President’s Cabinet, is responsible for designing and implementing comprehensive institutional advancement programs and recruiting and developing talented team members charged with significantly increasing constituent involvement and fund-raising outcomes. The advancement function includes responsibility for annual fund, leadership gifts, corporate and foundation relations, gift planning, prospect research, alumni relations efforts, stewardship, and advancement services.

Essential Duties

- As a member of the President's Cabinet, work to advance the mission, vision and short and long-term strategic goals of the University, maintaining effective working relationships with members of the Board of Trustees and key alumni, parents and friends.
- The vice president will be visible and serve as the president's chief advisor in developing strategies and opportunities to work with donors to achieve their philanthropic aspirations in partnership with and alignment to the university's strategic plan. The vice president will provide leadership to constituent relations programs in the areas of alumni relations, parent relations, and other key constituent philanthropic relationships for the university.
- Determine with the President annual institutional fund-raising goals, objectives, and work plan, utilizing best practices in annual, leadership, and planned gift programs, along with engagement and donor stewardship programs.
- Hire, train, inspire and guide a team of advancement professionals to achieve accountable, goal-oriented outcomes supporting the goals and objectives of the University Institutional Advancement division.
- Partnering with the President, provide tactical oversight in the development and management of annual staffing, operating plans and budgets for the University Institutional Advancement division.
- Looking ahead to the future, provide strategic leadership for a possible capital campaign through comprehensive campaign planning aligned with the University's strategic plan, along with overseeing execution, assessment and adjustments to ensure campaign progress utilizing dynamic and best practice processes in all phases of donor qualification, cultivation, solicitation, and stewardship.
- Serve as a public leader to foster and promote a culture of philanthropy for all University community stakeholders. Maintain cooperative working relationships with academic leadership and other cabinet members, faculty, coaches, and campus departments whose cooperation is essential to effective outreach and fundraising.
- Oversee the strategic development of effective internal and external messaging and methods of Advancement communication.
- Serve as the Cabinet liaison to the Advancement Committee of the Board of Trustees and other ad-hoc committees tasked with managing philanthropic fund-raising for the University, such as a capital campaign committee.
- Supervises the Offices of Alumni Affairs as well as Institutional Research & Records.
- Assures compliance with all government regulations, tax codes, and industry standards and the timely and appropriate acknowledgement of gifts. Ensures maintenance of confidential record keeping.

- Serves as a Campus Security Authority for Clery reporting purposes and a Responsible Employee for Title IX reporting purposes.
- Maintains close contact with the University community, University trustees, President, Cabinet, donors, alumni, government representatives, corporate and foundation trustees, and media.
- Perform other duties as assigned.

Qualifications

- Must be willing to contribute actively to the mission of the University.
- Five to eight years of demonstrated success in Advancement, fundraising, and the administration of capital campaigns required (including a track record of raising six figure gifts).
- Bachelor's degree is required, a master's degree is preferred.
- Work experience in higher education is strongly preferred.
- Strong communication skills are required, as is the ability to track and manage multiple projects and initiatives.
- Demonstrated success in increasing the effectiveness of a fundraising unit through established objectives and managing a high performing team.
- Ability to build strong and healthy relationships with all internal and external constituencies.
- Motivated to be a change agent, with success in effecting large-scale change in previous organizations.
- Excellent work ethic.

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About Boyden

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

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