



# UNIVERSITY OF DETROIT JESUIT

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## HIGH SCHOOL AND ACADEMY

**AVAILABLE POSITION:** Vice President for Institutional Advancement

**REPORTS TO:** President

**TIMELINE:** Please submit applications by July 31, 2017. Position will be filled as soon as a qualified candidate can be found.

University of Detroit Jesuit is Detroit's second oldest high school. Founded in 1877, it has educated young men to be – "Men for Others" – through the pillars of academic excellence, faith formation, and community service that have comprised Jesuit Education for the past 465 years. It remains Metro Detroit's most ethnically, geographically, and culturally diverse high school. Approximately nine hundred students are enrolled in grades seven through twelve from more than seventy communities in six counties. Three hundred students qualify for tuition assistance totaling more than \$2.0 million annually.

### GENERAL JOB SUMMARY

The **Vice President for Institutional Advancement** has direct administrative and operational responsibility for the development (fund raising and alumni relations) programs of the school. The Vice President is responsible for the organization and supervision of staff and programs in the areas of major gift programs, annual giving, planned giving, alumni relations, auction, data management, prospect research, communications and marketing. The Vice President collaborates with the President, the Development Committee of the Board, key Board members, and key volunteers of U of D Jesuit in the development of strategies to solicit major donor prospects. The Vice President works closely with the President and the school's Chief Financial Officer to insure the maximization of all contributed sources of income as they relate to the financial viability of the school.

### RESPONSIBILITIES AND DUTIES

- Oversees all fundraising activities such as the annual fund, major gift programs, capital campaigns, planned giving, the scholarship auction, and alumni relations.
- Coordinates major and planned gift solicitations with the President and the Development Department staff.
- Makes personal cultivation, solicitation, and stewardship calls.
- Manages portfolio of donors and oversees the portfolio management for other development officers.
- Oversees and coordinates all stewardship and recognition activities.
- In cooperation with the President, provides leadership to the Development Committee.
- Works with the President, the Development Committee, key stakeholders and the Board to develop and maintain the case for support and a viable prospect base to support the needs of the school.
- Supervises the preparation of grant proposals and develops strategies for solicitation and stewardship.
- Prepare a detailed annual and multi-year plan of action for the overall Development program including goals, specific outcomes, timetables, staffing and budgets in conjunction with the program coordinators.
- Recommend to the President the annual budget for the Development Department.
- Prepare reports and projections on Development programs and progress toward goals and specific outcomes, reporting regularly to the President and Development Committee.
- Evaluate personnel within the Development Department.
- Cultivate and foster a positive relationship with the faculty and staff and reports periodically to them on the progress of school fund raising programs.
- Perform other duties as assigned in support of the mission of U of D Jesuit.

**AVAILABLE POSITION:**

Vice President for Institutional Advancement



## QUALIFICATIONS & REQUIREMENTS

- Ability to represent and have a belief in the mission of U of D Jesuit
- Proven record of personally cultivating, closing, administering, and stewarding significant major gifts from individuals, corporations and foundations
- Proven record of providing strategic direction, leadership, and operational management of Development activities, resulting in marked improvement in execution and revenue growth
- Proven management experience and administrative skills to organize, direct, motivate, and evaluate other professionals, support staff and volunteers
- Strong organizational and time management skills and the corresponding analytical skills needed to establish strategic fund raising goals and report on results
- Ability to address spontaneous issues and situations, make decisions and resolve problems
- Demonstrated experience with budget preparation, planning and resource management
- High capacity to inspire cooperation and work well with teams
- Ability and willingness to travel and work weekends and evenings when necessary
- High level of integrity, energy, initiative, and creativity
- High level of interpersonal and communication skills
- Bachelor's degree

Salary is commensurate with qualifications and experience; includes all school benefits.

Interested candidates should submit letter of interest and resume/references, along with the non-faculty application found at [www.uofdjesuit.org/employment](http://www.uofdjesuit.org/employment) to Theodore G. Munz, S.J. by email at [Theodore.Munz@uofdjesuit.org](mailto:Theodore.Munz@uofdjesuit.org) by July 31, 2017.

*University of Detroit Jesuit High School and Academy is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, or handicap. Because of its status as a religious entity the school may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.*

