

Position Announcement

Associate Vice President

St. Cloud State University Foundation

St. Cloud, Minnesota

Reports To

Vice President of University Advancement/Executive Director, St. Cloud State University Foundation

Organization Profile

St. Cloud State University (SCSU) has a rich history of serving the people of Minnesota. Over 150 years ago, the University began in 1869 as the Third State Normal School, created for the sole purpose of educating primary school teachers to teach in Minnesota's schools. SCSU University has since evolved its degrees and structures to remain responsive to the needs of Minnesota and its residents.



St. Cloud State University fosters a forward-looking educational environment that prepares their students with the knowledge and skills for life in the 21st Century. In a culture that values global education, community involvement and critical thinking along with career preparation, St. Cloud State is a comprehensive university offering more than 200 undergraduate, graduate and professional programs of study, throughout six colleges and schools, and three doctoral programs. Athletics is a point of pride for SCSU, the St. Cloud State Huskies rank among the best NCAA programs in the region and beyond. In 2021, The Men's Wrestling team won the Division II National Championship and the Men's

Hockey team competed in the finals of the Division I National Championship, finishing second. Support for SCSU academics and athletics is unwavering. St. Cloud State University's mission is fundamentally grounded in their tradition of providing post-secondary education opportunities to improve the economic, social and cultural vitality of Minnesota and its people.

St. Cloud offers big-city culture and small-town charm on the banks of the Mississippi River in Central Minnesota. St. Cloud is Central Minnesota's hub for arts, entertainment, health care and education. The University campus is within walking distance of theater, live music, restaurants and cafés, and much more. There is a delightful "college town" atmosphere in St. Cloud.



Located an hour northwest of the world-class arts, entertainment and shopping of Minneapolis-St. Paul, St. Cloud is also just a short drive from the best of what Mother Nature has to offer—including rivers, lakes and forests.

St. Cloud State University is a member of Minnesota State Colleges and Universities (MnSCU), which is a system of 37 public colleges and universities with 54 campuses throughout the state.

Position Summary

The Associate Vice President of University Advancement partners with the Vice President to provide strategic leadership, direction and management for University Advancement and the St. Cloud State University Foundation. The Associate Vice President of University Advancement is a key member of the Advancement/SCSU Foundation leadership team and an active participant in making strategic decisions affecting the design/planning, implementation and evaluation of annual, capital and comprehensive fund-raising campaigns. The Associate Vice

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President of University Advancement leads and provides direction to the Major Gifts team, the Director of Annual Giving, the Director of Prospect Research and the Foundation's Scholarship Administrator.



In addition to their leadership and supervisory role, the Associate Vice President personally manages a major gift portfolio of approximately 50-75 major gift prospects and is responsible for generating gift revenue in accordance with annual goals.

Specific Responsibilities

Leadership

Provides leadership and direction to the Major Gifts team, the Director of Annual Giving, the Director of Prospect Research and the Foundation's Scholarship Administrator. In conjunction with the Vice President, sets annual, measurable performance fundraising goals for the Foundation and for each member of the team and schedules regular meetings to ensure development officer performance is tracking to goal. Provides strategic consultation across the team in refining donor strategy, developing relevant gift proposals and building stewardship plans in service to optimizing gift revenue from each development officer's portfolio. Provides direction to the Director of Prospect Research to ensure that major gift portfolios grow and mature with the goal of increasing major gift revenue. Provides strategic leadership to the Director of Annual Giving, coordinating with Major Gifts to optimize the symbiotic relationship between the two activities. Provides direction to the Scholarship Administrator to optimize the impact of the Foundation's scholarship program. Provides annual performance reviews to the members of their team.

Major Gifts

Personally manages the gift cycle for a major gift portfolio of approximately 50-75 donors from discovery through cultivation, solicitation and stewardship. Responsible for meeting a significant annual major gift goal that is developed in conjunction with the Vice President of University Advancement. Develops and presents

major gift proposals to donors, coordinating as necessary with University leadership. Includes travel throughout Minnesota and in a geographic area assigned by the Vice President.

Strategy

As a valued member of the St. Cloud State University Foundation leadership team, the Associate Vice President of University Advancement partners with the Vice President on matters of strategic planning, Board engagement, campaign administration and institutional engagement. The Associate Vice President of University Advancement participates as a member of the Gift Acceptance Committee and consults with and develops policies in partnership with the Vice President.

Planned Giving

The Associate Vice President of University Advancement administers the SCSU Foundation's planned giving communications; fields and assigns inquiries to Development Officers.

Problem Solving

The Associate Vice President of University Advancement routinely solves issues pertaining to donor issues concerning gift administration, fund financial reports, etc.

Direct Reports

The Associate Vice President will supervise three Directors of Development; one Director of Annual Giving; one Director of Prospect Research; one Scholarship Administrator.

Budget

The Associate Vice President of University Advancement works in conjunction with the Vice President of University Advancement and the SCSU Foundation's Director of Finance to plan and develop the annual Foundation budget - \$1.3M in non-University funds. That budget is presented annually to the SCSU Foundation Board of Directors who have a fiduciary responsibility for the Foundation's finances. The Associate Vice President of University Advancement has direct oversight in administering \$337,000 in Foundation program expenses annually that support major, planned and annual gifts, and prospect research.

Qualifications Qualities and experiences that ideal candidates should display include:

- Bachelor's Degree
- Minimum five (5) years in higher education advancement
- 3+ years in major gifts with demonstrable success in raising gifts of \$100,000 or more

Preferred Preference will be given to candidates that also display one or more of the following:

- Master's Degree
- Supervisory experience, preferably in the area of major gifts
- Demonstrated career progression in individual major gifts fund raising/fund raising management experience in higher education
- Comprehensive or capital campaign experience
- Excellent written and oral communication skills
- Excellent presentation skills

Memorandum The salary and benefits are competitive and commensurate with experience, qualifications, and verifiable salary history. Paschal•Murray supports the commitment of our client in encouraging applicants from diverse backgrounds and cultures. As a condition of employment, our client reserves the right to conduct background verification including academic, work, driving, credit, and criminal histories.

This position announcement is not intended to be an exhaustive list of all responsibilities and requirements. It is presented as a fair reflection of the principal job elements.

Nominations and applications are welcome. Please send résumé and letter of application as separate documents attached to an e-mail message to:

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