

Position Announcement

Vice President for Advancement

Schreiner University

Kerrville, Texas



Schreiner
University™

Reports To

President

**Organization
Profile**

Schreiner University is a private, Presbyterian-affiliated institution located in the scenic Texas Hill Country of Kerrville, Texas. Founded in 1923, the university is known for its personalized educational experience, small class sizes, and strong commitment to student success. Serving approximately 1,500 students, Schreiner offers a broad range of undergraduate and graduate programs in the liberal arts, sciences, business, education, nursing, and professional fields. With a student-to-faculty ratio of approximately 16:1, Schreiner fosters close relationships between students and faculty while promoting leadership, service, and community engagement. The University has earned multiple recognitions from Colleges of Distinction, including honors for Career Development, Nursing, Business, Education, Military Support, and as a College of Distinction for the State of Texas. Its attractive location, strong academic support, and focus on personal development have made Schreiner a respected institution for students seeking a highly individualized college experience.

Mission:

Schreiner University provides students with a personalized, integrated, and holistic educational experience that prepares them for meaningful work and purposeful lives in a changing global society.

Vision:

By 2030, Schreiner University will continue to preserve, challenge, and expand the story of Texas as its 2,030 students participate in the most unique curricular and co-curricular set of offerings in the state, including opportunities in talent and workforce development, undergraduate degrees, and graduate programs. Having earned recognition as a university that promotes social and economic mobility, Schreiner alumni will identify their time at the school as key to their personal and professional development.



Kerrville, Texas

Nestled on the banks of the Guadalupe River, Kerrville is a vibrant community that is the capital of the Texas Hill Country. Its friendly people and majestic scenery make Kerrville a natural place to live, receive an education, work, and play. Offering an exceptional quality of life, Kerrville is a family friendly city that boasts a community rich in culture and heritage. Known for its strong philanthropic culture, active civic engagement, and growing economy anchored by healthcare, education, tourism, and small business, Kerrville offers everything from outdoor activities to fine arts; there is certainly something for everyone in Kerrville. With acclaimed local attractions and an endless display of natural brilliance, Kerrville is truly a Hill Country paradise. This Hill Country enchantment seems to capture the hearts of those who experience its beauty. With a relaxing Hill Country setting, it is easy to truly Lose Your Heart to the Hills.



**Position
Summary**

The Vice President of Advancement (VPA) is the Chief Development Officer of the University and shall plan and oversee all fund raising, public relations, governmental relations, church relations, alumni relations activities and oversee the functions and strategic operations of The Texas Center at Schreiner University.

The VPA provides leadership and supervision to each reporting unit using sound judgment and positive interpersonal skills and works effectively as a team with other members of the President's Administrative Cabinet. The VPA evaluates all activities of reporting units in light of the University's mission and values. Integrity in all aspects of work is essential. The VPA may be assigned other duties by the President or Board of Trustees.

**Specific
Responsibilities**

- Serves on the President's Administrative Cabinet and such other committees or cabinets designated by the President.
- Develops and oversees all annual fundraising programs.
- Serves as a staff liaison to the Board of Trustees and several of its committees, providing regular reports, updates, and special studies.
- Represents the University to foundations and is responsible for the oversight, planning, development, and review of all proposals submitted to foundations, corporations, governmental agencies, or other entities for funding on behalf of the University (though many different offices will execute this work), as well as managing the stewardship of the award and reporting back to the entities for awards received.
- Develops and supervises the development and execution of recognition programs and/or events for donors to the University.
- Represents the University and serves as the liaison with any fund-raising counsel and development consultants which may be retained by the University.

- Cultivates connections with the faith communities connected to the University and particularly with the Presbyterian Church and its affiliate organizations.
- Coordinates the efforts of the advancement on behalf of the University to develop, acknowledge, and maintain accurate files and records concerning gifts to the University.
- Coordinates the University's volunteer program and cultivates community connections to the University.
- Directs the preparation and supervision of all related department budgets.
- Accepts all special assignments as may be made by the President.
- Adapts well to frequent travel requirements.
- Plans and coordinates the efforts of the University to secure major gifts for operating, capital, and endowment programs and projects.



- Coordinates the efforts of the University to maintain relationships with the former students of the University by maintaining accurate (non-academic) records concerning former students, enhancing two-way communication with former students, implementing public relations events (such as RECALL and Homecoming), and providing support to the Schreiner Former Students Association.
- Coordinates the selection, training, supervision, and evaluation of all Advancement personnel, maintaining an ongoing staff development program.
- Serves on the University's Strategic Planning Committee.

- Participates in evening and weekend programs and campus emergency responses.
- Presides over public functions with ease and poise.
- Provides assistance and support to the President's Office in promoting the University.
- Possesses knowledge of and ability to represent the University with governmental and other public entities.
- Represents the University with various organizations and constituent groups.
- Represents the President at various functions when called upon.

Qualifications

Qualities and experiences that ideal candidates should display include:

- Bachelor's degree.
- Five years of experience in a high-level development program position, at director level or above.
- Direct experience as a proven fund-raiser, including cultivation, solicitation, and closure on major gifts.
- Proven capital/comprehensive campaign experience, including leadership and management of volunteers and committees.
- Thorough knowledge of functions and competencies of an advancement program, including proven ability to manage, mentor, and lead fund-raising, communications, information services, and constituent relations staff.
- Commitment to living in and serving the local and regional community.
- Commitment to the advancement profession serving the values of a church-related institution of higher education.
- Aspiration, competencies, and leadership skills suitable to the Chief Development Officer for a highly productive operation.
- A readiness to balance entrepreneurial energy with commitment to a team concept, to teach and learn from others.
- Strong human relations, public presentation, and organizational skills.
- Administrative/management supervisory experience.
- Budget preparation and execution experience.
- Ability to work independently.
- Ability to oversee and perform multiple tasks concurrently with ease and professionalism.
- Ability to plan and execute complex tasks.
- Willing to travel frequently.

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

- An advanced academic degree (JD, MBA, MPA, etc.).
- Fundraising certification (CFRE, ACFRE, FAHP, CSPG, CAP etc.).

Memorandum The salary and benefits are competitive and commensurate with experience and qualifications. 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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