



# EXECUTIVE SEARCH PROFILE

## VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT



COLLEGE of  
SAINT ELIZABETH



R.H. PERRY & ASSOCIATES  
SEARCH COUNSEL TO HIGHER EDUCATION



## THE OPPORTUNITY

This is an outstanding opportunity for a dynamic individual. The VP/IA is chief advisor to the President on fundraising, institutional image and visibility, and public affairs. The vice president provides strategic vision, leadership, and policy guidance for all areas of advancement—development, marketing and communications, and college relations—in a manner consonant with the mission of the College, and fosters a greater public understanding of the College’s history, mission, programs, and people in order to secure strong financial support for annual operations, capital, and endowment growth.

## THE COLLEGE

The College of Saint Elizabeth (CSE) is a Catholic four-year liberal arts institution founded in 1899 by the Sisters of Charity of Saint Elizabeth, who continue their sponsorship today. The College is located on a beautiful 200-acre campus in historical Morris County, about one hour from New York City. The oldest women’s college in New Jersey, CSE also offers coeducational continuing studies and graduate programs. The College is classified as a Masters-Larger institution by the Carnegie Foundation. The College offers more than 25 baccalaureate degrees, 10 master’s degree programs, a three year doctoral program in Educational Leadership, and a variety of professional certifications and certificates. Preparation for ministry is offered through the College of Saint Elizabeth Center for Theological and Spiritual Development.





## THE COLLEGE (*continued*)

Its 110 year history is alive today with significant positive academic, technological, and leadership experience and includes a wireless campus with more than 2,000 students enrolled 38 percent at off-campus sites; vibrant visits by renowned poets, musicians, theologians, and artists; state-of-the-art fitness facilities; and, of course, the jewel in the crown: the beautiful and bustling new Annunciation Center. The College's arts and education building which opened in September 2007, houses the Therese A. Maloney Art Gallery, the 560-seat Dolan Performance Center, the Holocaust Education Resource Center, as well as the departments of art, music, and theology.

## MISSION AND VALUES

*The mission of the College of Saint Elizabeth, sponsored by the Sisters of Charity of Saint Elizabeth, is to be a community of learning in the Catholic liberal arts tradition for students of diverse ages, backgrounds, and cultures.*

Characterized by a strong Catholic identity and values, the College is committed to:

- Scholarship and critical inquiry
- Just and ethical relationships
- Promotion of women as full partners in society in all its programs, including those which enroll both women and men
- Quality teaching
- Development of leadership in the spirit of service and social responsibility to others
- Promotion of a caring personal environment
- Learning through example and participation throughout the learning experience

## RESPONSIBILITIES

**As a member of the President's Cabinet, the Vice President for Institutional Advancement is chief advisor to the President on public affairs, image, visibility and fundraising, and reports directly to the President and who:**

- Provides strategic vision, leadership and policy guidance for all areas of advancement—development, marketing and communications, and college relations—in a manner consonant with the mission of the College;
- Fosters a greater public understanding of and appreciation of the College, its history, mission, programs, and people in order to secure strong financial support for annual operations, capital and endowment growth;



## RESPONSIBILITIES *(continued)*

- Fosters the same understanding and appreciation among Institutional Advancement team members in order to achieve and project unity in supporting the vision and mission of the College;
- Communicates, explains and interprets the strategic vision of the College both on- and off-campus, especially in regard to capital improvement projects;
- Plays an active role in obtaining external financial support for the institution through capital, planned and major gifts;
- Gives broad leadership to the development of new approaches and strategies to secure annual financial support;
- Oversees regular evaluation of fund-raising, donor relations, communication, marketing and pastoral care practices; collaborates to launch new efforts, involving outside leadership as appropriate;
- In close consultation with the President, motivates involvement among the members of the Board of Trustees to secure individual, corporate and foundation support;
- Coordinates the agenda, meetings, minutes and reports for the Development & Marketing Committee of the Board of Trustees;
- Is liaison to and works closely with the Alumnae/i Association to foster involvement and support among all graduates of the College;
- Recruits, trains, and encourages volunteer leadership in fund-raising and visibility efforts;
- Provides that the President and College are represented to community organizations, including business, civic, professional and special interest, and fosters the presence of such groups on campus;
- Partners with academic and student life personnel to promote a lively cultural calendar of campus events that will also attract outside notice and support;
- Evaluates the giving capacity and interests of appropriate individuals and groups;
- Provides general direction to the following administrators who are direct reports: Director of Communications and Marketing, Director of Annual Fund, Director of College Relations, and to consultants working in tandem with the College staff;
- Communicates and supports College policy to staff;
- Supervises administrative support staff working in the office;
- Oversees long-range planning on departmental and administrative levels;
- Provides broad fund-raising expertise and consultation to other College departments;
- Oversees the preparation and administration of the operating budget of the Office of Institutional Advancement;
- Provides prospective donors with information and assistance in making gifts;



## RESPONSIBILITIES *(continued)*

- Assures that all gifts are acknowledged in a timely fashion and that where appropriate, information on the use of funds is provided;
- Assures that donors are appropriately recognized and thanked
- Oversees and assesses special fund-raising events;
- Sets overall fund-raising goals and projections;
- Presents to the President a complete report of all departments under her or his jurisdiction at the close of each academic year;
- Serves as an ex-officio member of the following permanent or standing committees of the College: Administrative Council; Lectures & Concerts Committee; Emergency Response Task Force;
- Monitors the campus environment, activities and policies in terms of image and consistency with mission;
- Has major responsibility for crisis response communication; and,
- Prepares and publishes the Annual Report of the College

## QUALIFICATIONS

The College of Saint Elizabeth seeks an individual who has a thorough knowledge and successful senior-level experience in educational fundraising, public relations, and organizational management and leadership.

*Preferred:* Master's Degree and extensive development experience, including major gift closings and capital campaign management.

*Minimum credentials:* Bachelor's Degree and extensive development or communications experience.



## APPLICATION PROCEDURES

Applications are due by **May 18, 2011**. To be considered, candidates should e-mail, as Microsoft Word or Adobe Acrobat attachments, the following: 1) a cover letter that addresses the challenges and qualifications listed above; 2) a current résumé; and 3) the names, phone numbers, and e-mail addresses of three references to: **CSE@rhperry.com**

### FOR FURTHER INFORMATION, CONTACT:

MR. PAUL G. DOEG, *Senior Consultant*  
Telephone: (406) 220-2129

OR

MR. MATTHEW J. KILCOYNE, *Senior Consultant*  
Telephone: (202) 253-9846

#### **R.H. PERRY & ASSOCIATES**

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## POLICY

R. H. Perry & Associates is committed to the highest standards of professionalism in all dealings with candidates, sources, and references. We fully respect the need for confidentiality and assure interested parties that their background and interests will not be discussed without consent of the applicant prior to her or his becoming a candidate.

*The College of Saint Elizabeth is an Equal Opportunity Employer.*

**[www.cse.edu](http://www.cse.edu)**

