Vice President for Development and Alumni Relations

The vice president for development and alumni relations will expand the donor base and strengthen relationships with alumni and friends; provide strategic leadership; and serve as the chief fundraising officer, with particular focus on growing annual, endowment and capital contributions.
Drury University, a private, mid-sized university that is engaged with its community and has a strong reputation for academic innovation, invites nominations and applications for the position of vice president for development and alumni relations.

Drury University (www.drury.edu), located in Springfield, Missouri, enrolls 1,610 traditional full-time students, 3,168 adult continuing education undergraduates and 453 graduate students in more than 70 majors, minors, degrees and special programs. Its distinctive elements include:

- Hammons School of Architecture, the nation's first accredited architecture program on a liberal arts-centered campus;
- Breech School of Business Administration, an AACSB and ACBSP accredited business school focused on developing ethical, responsible and successful leaders, and home of the Drury Enactus team, multiple winners of U.S. and international championships;
- A commitment to developing faculty as teachers and scholars;
- Nationally recognized success at building interdisciplinary collaboration among faculty and students.

Additional points of pride

- During the ‘12–’13 school year, Drury claimed three NCAA Division II national championships:
  - The men’s swimming and diving team earned their ninth straight title.
  - The women’s swimming and diving team swept the national championship for the fourth time in the last five seasons.
  - The men’s basketball team won Drury’s first ever NCAA Division II basketball championship.
- Drury is included in the 2013 The Princeton Review’s Guide to 322 Green Colleges.
- Kiplinger’s Personal Finance named Drury University one of the best values in private colleges and universities for 2012–2013.
The Position

The vice president for development and alumni relations will provide strategic leadership for the Development and Alumni Relations department and serve as chief fundraising officer.

Additional responsibilities include managing the department, increasing endowment and capital contributions, expanding the donor base and building and strengthening relationships with alumni and friends. He or she will lead the university’s fundraising programs, including the annual fund, major gifts and planned giving. The vice president will also oversee the university’s alumni relations programs. Reporting to the president, the vice president for development and alumni relations is also the primary liaison to the development committee of the board of trustees.
Position Responsibilities

- Support the mission of the university through securing major philanthropic gifts from alumni, corporations, foundations, friends and organizations.

- Work with the development and alumni staff to develop annual giving, major gifts and planned gifts for operational, capital and endowment support.

- Identify, cultivate, solicit and steward donors and manage the university’s donor recognition strategy; ensure all administrative processes are coordinated with the chief financial officer.

- Develop and implement innovative programs to enhance the relationship between the university and its alumni.

- Work closely with the executive director of marketing to provide executive oversight of marketing initiatives including but not limited to printed and online publications, social media and the ‘Alumni’ and ‘Giving’ sections of the university website.

- Serve as a vital member of the president’s cabinet and leadership team.

- Advise the president and leadership team on issues relating to development and alumni as needed.

- Manage departmental staff through setting goals, communicating clear performance expectations, evaluating progress and conducting periodic reviews, and providing training opportunities for the staff.

- Encourage high morale and quality service from the development and alumni staff through effective leadership.

- Mentor and coach staff to achieve peak productivity and performance.

- Create, direct, administer, and evaluate comprehensive capital and/or programmatic fundraising campaigns to advance the strategic direction of the university.

- Lead and coordinate fundraising activities throughout the university, engaging academic affairs, student affairs, enrollment management, administrative departments and athletics to prioritize needs.

- Engage a broad range of constituents and expand the donor base.

- Be accountable for developing and effectively managing the departmental budget.

- Provide staff support for the Board of Trustees’ Alumni & Development and Board Organization Committees. Perform other duties as may be delegated by the president.
**Essential qualities**

- Proven success in raising major gifts from top-level donors, particularly in a higher education or large not-for-profit setting
- Experience in planning, implementing, managing and concluding a major fundraising campaign
- Five to ten years of senior-level leadership in development
- Ability to lead and work with a team
- Ability to develop successful fundraising strategies including the identification, cultivation, and solicitation of top donors
- Experience in best practices in fundraising management
- Understanding of planned giving and estate issues
- Knowledge of higher education challenges
- Effective community relations skills and the ability to work effectively with a diverse constituency
- Bachelor’s degree required; graduate degree and additional professional credentials are preferred
APPLICATION PROCEDURE

For full consideration, applications should be received by July 31, 2013.

Applications and nominations should be submitted electronically to:

Drury University
Scotti Ann Siebert, PHR
Director of Human Resources
hr@drury.edu

Applications should include a Microsoft Word attachment or PDF including the following:

A cover letter indicating fit with the position
Current resume

Nominations should include:
Name of nominee
Current contact information

Additional inquiries may be addressed to the search committee chair:

Dr. Robin Sronce, Ph.D., SPHR
Associate Professor of Management,
Breech School of Business,
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Drury University is an equal opportunity institution.

For additional information visit www.drury.edu