

ASSOCIATE VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

Bridgewater College seeks to engage an experienced development professional in the role of Associate Vice President for Institutional Advancement. This leadership position will oversee advancement staff, lead campaign activities, and take on the critical development writing component that is integral to the department. The candidate will carry a portfolio of prospective donors and will develop and implement strategies for the solicitation of major and planned gifts. This position will be an addition to an already high-performing office of development professionals and the successful candidate will elevate Bridgewater College's fundraising efforts to new levels of success.

RESPONSIBILITIES:

- Manage select members of the Advancement staff.
- Implement the fund development plans in accordance with ethical fundraising principles.
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved.
- Serve as lead coordinator of campaign(s) playing a role in ensuring tasks and timelines are met and closely engaging with outside counsel.
- Carry a portfolio of prospective donors; develop and implement strategies for solicitation of major and planned gifts, including establishing relationships, engaging volunteers, soliciting for commitments, and stewarding donors.
- Support the President and Vice President for Institutional Advancement in all aspects of development travel and visits to maximize effectiveness.
- Integrate major gifts/planned/annual giving work with larger institutional goals.
- Serve as the lead staff person on all planned giving initiatives.
- Serve as the lead staff person for major stewardship events.
- Serve as lead writer for the Office of Institutional Advancement. Requires working closely with the President and Vice President for Institutional Advancement to effectively communicate the President's vision. Writing projects include the annual President's Letter, annual solicitations, acknowledgment letters, and stewardship report letters. Also responsible for developing Advancement materials, including brochures for fundraising initiatives, one-pagers, and other writing projects as assigned.
- Participate in major campus and alumni events, such as Homecoming, Alumni Weekend, Founder's Day, Commencement, as well as other events relevant to the prospect pool.
- Develop and gain approval for an annual expenditure budget for the fund development program.
- Monitor expenses and analyze budget reports on fund development and recommend changes as necessary.

QUALIFICATIONS:

- Bachelor's degree in a related field required; Masters degree preferred.
- 8 or more years or more of related experience preferred.
- 5 or more years of experience in managing and organizing staff preferred.
- Ability to motivate others required.
- Capability to work independently and as part of a team required.
- Effective oral and written skills required.
- Positive attitude and flexible approach to working with people and events required.
- Goals/results-oriented approach to work required.
- Willingness and ability to work frequent evenings and some weekends required.
- Ability to handle multiple tasks and meet deadlines required.
- Proficiency with electronic and social media technologies required.
- Valid driver's license with a good driving record that meets the College's driving policy required.

Pay is competitive, and salary is commensurate with experience. This full-time position offers a full benefits package, including paid tuition at the College for eligible dependents.

GENERAL INFORMATION: Bridgewater College was founded in 1880 as a coeducational liberal arts college to serve the local community. Located in the scenic Shenandoah Valley, just minutes outside of Harrisonburg and within driving distance of Charlottesville, Washington D.C., and Richmond, Bridgewater is home to approximately 1,400 full-time students from 26 states and 19 countries. Bridgewater students study across 60 majors and minors, in addition to four graduate programs and 10 pre-professional programs. Bridgewater College is an NCAA DIII school with approximately 40 percent of its students participating in intercollegiate athletics on 23 teams. To learn more about Bridgewater College, visit: bridgewater.edu

ADDITIONAL INFORMATION: Email HumanResources@bridgewater.edu

APPLY: Please complete the online application at www.bridgewater.edu/careers. Include (upload) a cover letter, resume, and the names and contact information (email and mobile phone) for three references.

DEADLINE: Review of applications will begin immediately and continue until the position is filled.

COMMITMENT TO EQUAL OPPORTUNITY: Bridgewater College, an equal opportunity provider and employer, is a welcoming and vibrant community committed to supporting a diverse workforce and actively seeks applications from women, minorities, and other persons from traditionally underrepresented groups. All qualified applicants will receive consideration for employment without regard to race, color, national or

ethnic origin, sex, marital status, gender identity or expression, sexual orientation, disability, religion, age, veteran status, political affiliation, or any other characteristic protected by law.

Non-Discrimination Notice: <https://www.bridgewater.edu/legal/non-discrimination-notice/>

ANNUAL SECURITY REPORT AND ANNUAL FIRE SAFETY REPORT: The Bridgewater College Annual Security Report and Annual Fire Safety Report summarizes policies on campus security and personal safety, crime prevention, fire safety, and crime reporting, and includes crime and fire statistics for the past three years:

<https://bridgewater.app.box.com/s/4ma6tlh30y8cat9un192ugo3dm6n29y9>

To request a printed copy, please call 540-828-5761