

Vice President for Development and Alumni Engagement

*Moravian College, (www.moravian.edu) located in Bethlehem, Pennsylvania invites applications and nominations for the position of **Vice President for Development and Alumni Engagement**.* Working closely with the President, the Vice President provides strategic leadership for the College's and Seminary's integrated fundraising and alumni relations efforts. The Vice President is responsible for advancing the Moravian vision by actively strengthening relationships with trustees, alumni, donors, community members and college leaders. In addition to increasing annual philanthropic support of the College and Seminary, the Vice President will also direct comprehensive campaigns, including one currently in the planning stages.

Responsibilities

- Leads a team of data-driven advancement professionals, support staff, student workers, and volunteers in the ongoing development and implementation of a comprehensive and evolving plan that advances Moravian College through development, alumni programming, scheduling services and electronic media, print and mail services.
- Works with direct and indirect reports to ensure implementation of the division's annual plans.
- Serves as the departmental lead in successfully cultivating, soliciting, and stewarding major gifts from individuals and foundations. Furthers the missions and the strategic plans of the College and the Seminary.
- Provides leadership in developing and planning strategies, in conjunction with the Board of Trustees and the President, for capital campaigns.
- Serves as direct liaison to the President for his work in Development and Alumni.
- Increases participation by College and Seminary alumni in both activities and financial support and building and sustaining a culture of lifelong interest and involvement by alumni.
- Works with the faculty to facilitate innovation and the creation of specialized signature academic programs and public/private partnerships.
- Develops new strategies to better utilize Trustee involvement and expertise.
- Evaluates and monitors all annual and capital fundraising programs and functions, providing a detailed report to the Board of Trustees and senior staff.
- Develops and administers budgets and resources allocated for annual, individual, and estate fundraising programs.
- Insures the effective communication of information (public relations, media and publications) both within and outside of the Moravian community.
- Develops and sustains a more effective volunteer program in all aspects of Office of Institutional Advancement activities.
- Continues cultivation of strategy to promote a new, more philanthropic culture of giving.
- Performs other job-related duties as may be assigned by the President or his designee or the Board of Trustees.

Qualifications

The Vice President will possess an undergraduate degree from an accredited institution (an advanced degree is preferred). This position demands a talented, results-oriented individual with broad documented management and fundraising experience (at least 10 years) with a demonstrated ability to successfully mentor staff in the cultivation, solicitation and stewardship of major gifts from individuals and foundations. Previous experience leading capital and annual campaigns is essential. The candidate must be synergistic, results-driven and flexible while demonstrating exceptional leadership, analytical, administrative, and organizational ability including persuasive communication skills in working collaboratively with all constituencies of the College and Seminary including staff, faculty and the Board of Trustees. Experience with Salesforce, Google Suite, and Data Analytics is preferred while the ability to strategically analyze development trend data is required. Prior higher education experience is preferred but not required.

About Moravian College

Moravian College, the nation's sixth oldest college and first to educate women, is located in Bethlehem, Pennsylvania, in the Lehigh Valley region. The College traces its founding to 1742 by Moravians, descendants of followers of the Bohemian Reformation (John Amos Comenius), the 17th century Moravian bishop. Moravian College, a private liberal arts college, currently enrolls over 1800 full-time undergraduate students and over 200 full-time graduate students in a wide variety of majors, all of which are informed and based on principles of liberal education. The Seminary enrolls about 75 full-time students in its graduate divinity programs. During most semesters at least 14 denominations are represented in the Seminary student body.

Moravian's two campuses book-end a mile stretch of Bethlehem's Main Street, including a block of Historic Bethlehem where vintage stores, art galleries, and local olive oil and chocolate purveyors share the street with inns and buildings that have roots as deep as our country's humble beginnings (for more information visit the Historic Bethlehem Partnership, where Moravian College students have interned: <https://historicbethlehem.org/>).

Main Street is a huge reason why over 75,000 people call Bethlehem home. Bethlehem's charm goes beyond one block. Located in the heart of the LeHigh Valley, Bethlehem is truly a dynamic city filled with creativity, world-class events and festivals, and some of the best Christmas celebrations in the world. Across the bridge, Bethlehem's South Side is an artist's playground. You can see an outdoor concert at the amphitheater, catch a sketch comedy show or a limited-release Indie film at Artsquest, or walk along the steel stacks for a different view of Bethlehem's rich history. Bethlehem is a constantly-evolving blend of culture and commerce, progress and preservation. There's always something to do. Walk out your door and you'll accidentally stumble upon a street fair. You can get your Baroque on at the annual Bach Festival or bagpipe with the best of them at the Celtic Classic. You can fill yourself with fried food and fantastic (free) tunes at the truly epic nine-day Musikfest which draws a million visitors each August, one of the largest in the nation. Join the more than 5,000 people that descend upon the city for the College's annual Christmas Vespers service in Central Moravian Church in December. Come take a snowy carriage ride among the lit-up trees while you enjoy the holiday music that's piped in throughout the streets. Bethlehem is called the Christmas City (<http://www.christmascity.org/>) for a reason.

Moravian College, a private liberal arts college, is being assisted by the partners of **Hyatt~Fennell, Executive Search**. Submit nominations and application materials to **Cheryl Hyatt** at Moravian@hyatt-fennell.com. Applications include a letter of interest, a current résumé/cv and contact information for five professional references, in separate documents. Applications will be reviewed as they are received and **should be submitted prior to January 4, 2019** to receive full consideration. **All applications and nominations will be considered highly confidential.** *Moravian is an Equal Opportunity Employer dedicated to affirmative action and to excellence through diversity.*

For more information:

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