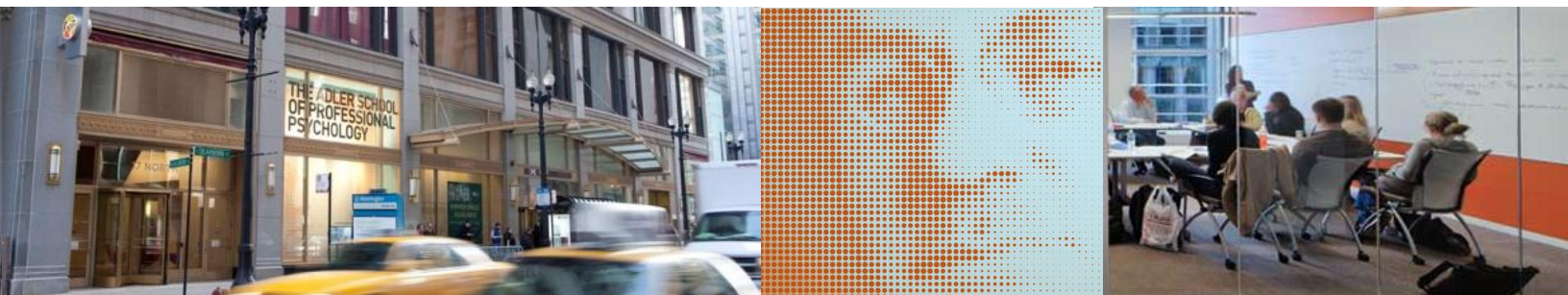


Adler School of Professional Psychology  
Chicago, Illinois

## Position Specifications

Associate Vice President for Institutional Advancement  
May 2013

Prepared by:  
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President  
Summit Search Solutions, Inc.



**ADLER SCHOOL** of Professional Psychology

[www.adler.edu](http://www.adler.edu)

## THE OPPORTUNITY

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### Overview:

The **Adler School of Professional Psychology** seeks an **Associate Vice President for Institutional Advancement**. Founded in 1952, Adler is the oldest independent school of psychology in North America. The School provides broad graduate education with campuses in the heart of downtown Chicago (where this position is based) and downtown Vancouver, British Columbia. The Adler School continues the pioneering work of the first community psychologist, Alfred Adler, by graduating socially responsible practitioners, by engaging communities, and by advancing social justice. Its doctoral and masters programs provide education in applications of psychology and related fields, and the School is launching new programs in criminology and public policy, informed by both psychology and the School's social justice perspective.

Three outcomes are specified in the School's Mission:

- Socially Responsible Practitioners: Socially responsible practitioners are educated to be effective personal and social change agents in the pursuit of justice.
- Community Engagement: Community engagement is collaborative partnership that strengthens communities, provides service, and prepares students.
- Social Justice: Social justice refers to equitable distribution of economic, political, civil, cultural, social, and other resources and opportunities in society in order to promote the optimal development of persons and communities.

To read more about the Adler School's mission, vision and values, see [www.adler.edu/mission](http://www.adler.edu/mission).

The Adler School has grown over the past decade from an enrollment of 185 in fall 2003 to an enrollment of 1,186 in fall 2011 with concurrent gains in the quality of its students. In 2011, the School built new campuses for both of its downtown locations. Adler School's services and programs include Adler Community Health Services, which provides psychological services to underserved communities; the Institutes for Social Change, which engage in research, education, and outreach; the LGBTQ Mental Health and Inclusion Center; and the Child Guidance Center. The Adler Board of Trustees has been recognized as a model for diversity and for excellence in governance. To read more see [www.adler.edu](http://www.adler.edu).

**Location:** 17 North Dearborn Street, Chicago, IL 60602

### The Position:

Reporting to the Vice President of Institutional Advancement, the **Associate Vice President** is responsible for the supervision and management of advancement professionals and support of the School's comprehensive fund-raising campaign for urban campuses in Chicago and Vancouver.

The position provides the expertise to advance Adler School's interests by directing, administering and coordinating a comprehensive major gifts program and bringing attention to all prospective donors capable of making significant gifts to the Adler School. Using this cohort of identified

prospects the Associate Vice President will evaluate their potential and readiness to include the Adler School in their philanthropic interest; develop individual strategies for cultivating, soliciting and stewarding each prospect, and establish a timeline for implementing these strategies.

### **Duties and Responsibilities:**

- **Cultivation/Solicitation Strategy:** Refine and direct an inclusive strategy for identifying, tracking and monitoring the cultivation-to-ask process for every key prospect; ensure that agreed upon steps are followed in a timely fashion. Participate directly in establishing cultivation and solicitation strategies for major gift prospects. As appropriate and on a selected basis, participate in cultivation and solicitation activities.
- **Prospect Research.** In concert with the Vice President for Institutional Advancement and other advancement staff, supervise the generation of campaign-related prospect research on individuals, foundations and corporations and the development and production of specific proposals for use in soliciting these constituents.
- **Program Management.** Manage a portfolio of major gift prospects and ensure that all staff and volunteer portfolios are regularly reviewed, edited, supported, and advanced.
- **Relationship Building.** Participate with the President, Chairman of the Board of Trustees, the Board Development Committee, and the Vice President for Institutional Advancement in forming the campaign's volunteer leadership structure and identifying a cadre of potential volunteer leaders and workers, developing informed assessments of their capacities in various areas (major gift solicitation, cultivation, door openers, social contacts, etc.), cultivating and involving these individuals, and soliciting their committed, robust participation as appropriate.
- **Communication.** Develop inclusive systems for communicating with volunteers, training, sharing experiences, reporting, and celebrating successes.
- **Stewardship.** Ensure proper stewardship of donors to the comprehensive fund-raising campaign by developing and overseeing a comprehensive stewardship program.
- **Reporting.** Prepare, as needed, special reports and analyses reflecting the nature, extent and status of the School's major gifts prospect pool for use by staff and volunteers in assessing overall gift potential and probability as well as identifying the interests of prospects as they intersect with the Adler School's identified priority needs.
- **Communication/Public Relations.** Collaborate with the Marketing and Communications staff responsible for communicating campaign related activities.
- **Alumni Relations.** Serve as principal liaison with Alumni Relations staff to use the campaign as a platform to encourage and nurture heightened alumni affinity for and support of the Adler School and to supervise the coordination of campaign priorities with existing alumni relations.
- **General Functions.** Provide staff direction and support to the Campaign Steering Committee, including preparation of timely, accurate and thorough materials for meetings.

**Universal Core Behaviors:**

- Communication
- Teamwork and collaboration
- Responsiveness to change
- Results-orientation
- Quality and accountability
- Support of vision, mission, values, and key strategies. Support and model the School's values of: social interest, compassion, justice, respect for the individual, honoring diversity and difference, intellectual rigor, optimism and collaboration.

**Qualifications:**

- Experience in fundraising roles with a proven record of major gift fundraising success and campaign based experience
- Ability to manage and motivate others
- Ability to initiate activities and work independently while, at the same time, participating constructively as a team member with institutional advancement colleagues
- Maturity and ability to relate well to members of the Adler School family who have wealth and influence
- Ability to be a good listener and to demonstrate the importance of building relationships with prospective donors as the primary portal to inviting their consideration of investing in the Adler School
- The talent of persuasiveness and the good judgment to know when to use it
- Excellent organizational, interpersonal and networking skills with large groups as well as with individuals
- Ability to initiate and build relationships with prospective corporate and foundation donors, and interact via telephone and in person with institutional representatives
- Exceptional writing and editing skills in order to develop professional reports, strategic plans and correspondence
- Knowledge of Blackbaud Raiser's Edge, preferred

**Why consider the opportunity?**

- **Healthy, growing institution.** It is an exciting time to be a part of Adler School, which has seen 400% growth in the last seven years. The comprehensive campaign will be the first in the School's history.
- **Mission driven.** Adler School is a mission driven institution with passionate students, faculty, and staff. It is a dynamic and exhilarating place to work.
- **Professional growth opportunity.** The AVP for Institutional Advancement will be a challenging role and offers the ability to make a tangible difference.

## PROCEDURE FOR CANDIDACY

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*The Adler School of Professional Psychology provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status or status as a covered veteran in accordance with applicable state and local laws governing nondiscrimination in employment.*



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