

Carroll College



POSITION PROFILE

Vice President for Institutional Advancement

June 2021

In partnership with Summit Search Solutions, Inc.



ABOUT CARROLL COLLEGE

“Academic excellence and an attitude shaped by a belief in ourselves, our mission, and our culture. This is rooted in our Catholic, diocesan identity forming a powerful bridge between our history and our present that you simply don't find anywhere else.”

Carroll College, located in Montana’s state capital Helena, is a private, four-year, Catholic diocesan college providing undergraduate education to 1,200 students. Founded in 1909, Carroll has distinguished itself as a preeminent and award-winning leader in academic programs including pre-medical, natural sciences, nursing, engineering, mathematics, the social sciences, and the liberal arts. Students choose Carroll for its combination of exceptional academic programs, affordable tuition with generous financial aid and scholarship opportunities, and the strong close-knit community that exists on a beautiful campus in the heart of the Rocky Mountains. See www.carroll.edu.

As *U.S. News & World Report* releases its annual “Best Colleges Rankings”, Carroll College once again finds itself at the top of the list for “Best Regional Colleges in the West.” This marks the ninth year in a row that Carroll has held the #1 spot, earning a perfect overall score of 100 with the 2020 rankings providing data on over 1,900 schools. Additionally, Carroll is ranked #3 “Regional Best Value College in the West”, ranking in the top three for four years in a row, and the #1 “Regional College in the West for Veterans” for the fifth year in a row. In the classrooms, labs, and athletic fields, Carroll College sets a higher standard. [Click here](#) to read about more distinctions and rankings for Carroll College.



#1 Regional College in the West



85% of Pre-Med Students Accepted into Medical School



Highest Graduation Rate in a Five State Region



THE COLLEGE

Over the past 15 years, Carroll has seen a 250% growth in enrollment in the health sciences programs, which include pre-professional health tracks such as medicine, dentistry, optometry, pharmacy, occupational therapy, physical therapy, advanced nursing practice, and physician assistant. In an effort to sustain this growth to meet the need for advanced healthcare jobs in Montana and beyond, Carroll has launched its “Health Sciences 2025 Initiative.” Included in this initiative is the renovation of its nursing education space with the creation of a state-of-the-art nursing simulation lab, slated to be completed later this winter. In addition, the nursing program is adding an Accelerated Nursing Option, which allows students who already have bachelor’s degrees in other fields to become registered nurses within 15 months. Carroll has also recently launched two healthcare-related graduate programs – a Doctor of Nursing Practice and a Master of Science in Social Work.

The College has twenty-one buildings spread across sixty-three acres of prime real-estate on the edge of downtown Helena, MT, and has recently begun development on dedicated space for their flagship anthrozoology program which will be housed in this new building called the Perkins Call Canine Center. This 7,000 square foot facility will provide optimal training and research opportunities for this growing discipline which studies human-animal interactions.

Carroll has entered into an agreement with the University of Montana to offer a 3+3 program partnering with UM’s Blewett School of Law, wherein students attend Carroll for three years and then matriculate to the Missoula law school to complete their three-year law degree. A second collaboration with UM is a 4+1 program with their Master of Public Administration Program. The program allows participating students to complete their bachelor's and MPA degrees in five years instead of the traditional six or more.

Affordability and access to higher education are two areas Carroll College is working to make its mark as well. In addition to having the most competitive merit scholarships in the region, Carroll has initiated Advantage Awards, providing scholarship support of \$2,000-\$10,000 for first-year students from Montana, Idaho, and Oregon.



THE OFFICE OF INSTITUTIONAL ADVANCEMENT

The advancement staff is responsible for establishing and maintaining positive relationships between the college and its alumni, friends, community, and donors. Through personal engagement and regular communication, the advancement team encourages financial support of the institution and fosters lasting connections to Carroll College. The department currently includes staff members with responsibilities for annual, major, and planned giving, alumni engagement and communications, and donor relations.

The Office of Institutional Advancement (OIA) is responsible for developing and nurturing positive relationships between the college and its extended community which includes alumni, friends, the Helena community, and donors. The team has responsibility for the annual fund, corporate and foundation relations, major gifts and gift planning, endowment, capital campaigns, and alumni and constituent relations efforts, stewardship, advancement services, and special events. The staff has worked together for many years and together they bring a deep understanding of and commitment to Carroll College. See the organizational chart below for more information.

Most recently the OIA coordinated the capital campaign titled "MIND BODY SPIRIT" which exceeded the original goal of \$20,000,000 and raised \$20,800,000 to support several capital projects. A new recreation center was developed and named the Hunthausen Activity Center in honor of Archbishop Raymond Hunthausen; the All Saints Chapel was completed and designed to be the spiritual center for the Carroll community; construction on the Perkins Call Canine Center was completed which strengthened the popular Anthrozoology program; and the first floor of the library was transformed to form the foundation for the Library Learning Commons.

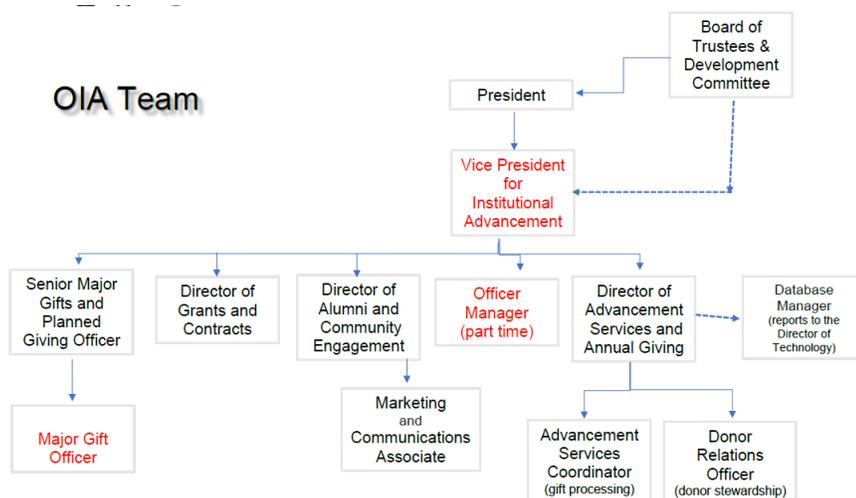
OIA MISSION STATEMENT

- Advance and support the mission and vision of Carroll College
- Provide cultivation opportunities that foster interest and involvement among alumni and friends
- Secure financial support from all viable constituents
- Recognize benefactors and steward relationships in ways that are meaningful

OIA VISION STATEMENT

The Carroll College advancement office seeks to support the financial stability of the college through fundraising. Development professionals build lasting relationships with individuals through identification, cultivation, solicitation, and stewardship resulting in philanthropic giving to Carroll College. Development strives to be "donor centered" by honoring the interests of each donor and helping to direct their gifts accordingly.

OIA Team



currently vacant and in the process of being filled

To learn more, visit one of the following:

- carroll.edu/give
- youtube.com/carrollcollegemt
- facebook.com/carrollcollege
- twitter.com/carrollcollege
- instagram.com/carrollcollegemt
- linkedin.com/edu/school?id=32884
- snapchat.com/add/carrollcollege
- carrollconnect.com

THE OPPORTUNITY

Vice President for Institutional Advancement

Reporting to the President, the Vice President for Institutional Advancement (VPIA) at Carroll College serves as the Chief Advancement Officer and is responsible for designing and implementing comprehensive institutional advancement programs and recruiting and developing talented team members focused on the ultimate goal of significantly increasing constituent involvement and fundraising outcomes. The VPIA regularly interacts with the president's cabinet, the board of trustees, members of the advancement team, faculty, staff, alumni, and community members.

The successful candidate will display a record of leadership and accomplishment in advancement with a proven track record of fundraising success, especially with campaign planning/execution and in major gift solicitations. Strong organizational, supervisory, and leadership capabilities are required. The successful candidate will document successful solicitation of numerous major and principal gifts and present a history of building advancement programs and fundraising performance. Exemplary interpersonal skills are essential as is the ability to favorably affect sophisticated volunteers and donors.

Duties and Responsibilities:

- Advance the mission, vision, and short and long-term goals of the College in concert with the President and senior administrative colleagues.
- Work closely with the President in all phases of his advancement and any future planned campaign leadership activities.
- Encourage a culture of philanthropy among College leadership and staff, the board of trustees, and volunteers to achieve campaign goals and objectives.
- Serve as a member of the President's Cabinet and maintain close working relationships with members of the Board of Trustees and key alumni/parents/friends.
- Maintain a dynamic portfolio of high-net-worth individuals and secure major, capital, and planned gifts, as well as advanced annual gifts and endowment support.
- Participate in strategic discussions and develop programs to strengthen the financial resources of the College.
- Create and execute fundraising plans that utilize best practices in annual, major, and planned gift programs to meet fundraising goals.
- Ensure dynamic processes in all phases of donor qualification, cultivation, solicitation, and stewardship.
- Prepare for a future upcoming comprehensive campaign through comprehensive and effective campaign planning and execution.
- Develop annual plans and budgets for Alumni and Parent Relations, Annual Fund, Gift Planning, Comprehensive Campaigns, Major Gifts, Grants Development, Stewardship and Advancement Services.
- Maintain cooperative working relationships with faculty, coaches, and campus departments that contribute to effective outreach and fundraising.
- Serve as the staff liaison for Institutional Advancement to the Board of Trustees and the Board Committee on Advancement.
- Provide leadership to constituent relations programs in the areas of alumni relations, parent relations, and other key constituent relations.
- Devise and implement effective internal and external messaging and methods of advancement communication.
- Serve as an exemplary Carroll College advocate in the community, with local leaders, religious organizations, business and corporate partnerships, and build relationships that closely link the community with the College.
- Bring an enthusiastic commitment to the mission of Carroll College, its diocesan Catholic heritage and traditions, and a passion to expand its educational impact throughout the region and beyond.
- Be active and involved in the advancement profession and maintain Carroll's visibility among peer institutions.

Required Qualifications:

- Minimum of a bachelor's degree; master's degree preferred.
- A minimum of eight to ten years successful major gift fundraising experience in a leadership position; a track record of active participation in successful capital and comprehensive campaigns.
- Previous experience identifying and securing six and seven-figure gifts from individuals and foundations.
- Demonstrated ability to manage, train and motivate a philanthropy team that strives to achieve and exceed goals, leading by example in a visible, open, and transparent manner.
- Experience in developing useful data models to identify prospective individual major gift donors.
- Demonstrated ability to develop and maintain effective working relationships with a broad spectrum of people, including faculty, staff, volunteers, donors, prospects, alumni, and College leadership.
- Demonstrated success in the design, implementation, and execution of a fundraising plan, including individualized cultivation, solicitation and recognition strategies, annual fund, planned giving, grant writing and management, and corporate and foundation giving.
- Ability to develop and clearly articulate strategic plans and organizational priorities.
- Demonstrated experience in hiring, training, inspiring and guiding the advancement team toward accountable, goal-oriented outcomes.
- Experience in building and monitoring departmental budgets as well as the allocation of resources across multiple competing priorities.
- Experience with and mastery of fundraising technology (e.g. Raiser's Edge).
- Knowledge and understanding of fundraising laws and ethics.

Interpersonal Skills and Abilities:

- A "can-do" entrepreneurial spirit and willingness to pitch in to help the team.
- Capacity to work flexible hours, including some evenings and weekends; travel extensively as necessary to fulfill position requirements.
- Embody values of caring, compassion, justice, integrity, competence, and affirmation.
- Treat members of the campus community with fairness, dignity, and respect - seeking a spirit of unity and harmony to achieve a common mission.
- Strategic thinker and good listener; ability to demonstrate resourcefulness in working across constituencies.





PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled. Please submit a PDF version of your resume and a letter of interest explaining your suitability for this position. To apply online, go to <https://theapplicantmanager.com/jobs?pos=su248>

For more information or to offer recommendations:

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Carroll College is an equal opportunity employer, committed to compliance with state and federal anti-discrimination laws, including Title IX of the Education Amendments of 1972. Acts of discrimination, harassment, sexual misconduct, and retaliation are prohibited and will be addressed consistent with this policy.



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HELENA, MONTANA

Idyllic. That, in a word, best describes Carroll College’s setting in the heart of Helena, Montana. Here you can enjoy a truly special relationship with the Helena community and enjoy a kind of lifestyle that very few colleges or universities in the country can match.

A community that [Livability ranked #27 on their “Top 100 Best Places to Live”](#) survey, and with a population of just over 30,000—as well as another 60,000 in the surrounding county—Helena offers an intimacy and small-town feel that is unmistakable, while at the same time delivering world-class opportunities for outdoor recreation, internships, and arts and culture.

Situated in west-central Montana, and surrounded by the Rocky Mountains and Lewis and Clark National Forest, Helena offers an abundance of distinctive outdoor opportunities. You’ll find more than [75 miles of hiking and biking trails](#) just minutes from campus, and Helena is in close proximity to the Continental Divide Trail, natural hot springs, [Great Divide Ski Area](#), and the Missouri River. Yellowstone National Park and Glacier National Park are just a few hours away.



The weather is usually clear, sunny, and dry. The average annual snowfall in Helena is 47.5 inches, and the average number of days with snow on the ground is 61 per year.

The arts thrive in Helena. Here, you’ll find a vibrant community of artists, actors, singers, and performers who share their talents and creativity every day. You can explore the [Holter Museum of Modern Art](#) or [The Archie Bray Foundation](#), as well as many other art galleries downtown. The [Helena Symphony](#) is one of the hottest tickets in town all year long, as are the performances at the [Montana Shakespeare Company](#), [Grandstreet Theatre](#), and [Myrna Loy Center](#). And you’ll find jazz festivals, art shows, rodeos, sled dog races, and microbrew reviews happening throughout the year.

As the capital of Montana, Helena offers a rich diversity of opportunities that you simply won’t find anywhere else!

To learn more about Helena, MT:

Visit Helena: <https://www.helenamt.com/>

Helena Area Chamber of Commerce: <https://helenachamber.com/links/>

Visit Southwest Montana: <https://southwestmt.com/>

