



### **Vice President of Institutional Advancement**

Resurrection College Prep High School — Chicago, IL 60631

#### **School Overview**

Resurrection is a Catholic Lasallian college preparatory school for young women on the northwest side of Chicago. Founded by the Sisters of the Resurrection in 1922, Resurrection has a centuries-old legacy and tradition of transforming and empowering young women through education, preparing them to lead and serve in an ever-changing world. With an enrollment of approximately 475 students, Resurrection is the largest Catholic college preparatory school for young women on the north side of Chicago. The school serves a diverse student population from across the city and suburbs, representing over 100 private and public grammar schools. The mission of Resurrection emphasizes academic excellence and holistic student development and formation in the context of a loving and caring community, preparing young women for college, career, and life.

#### **Position Summary**

The Vice President of Institutional Advancement at Resurrection provides strategic leadership and managerial oversight of communications, alumnae, and development. The Vice President is responsible for designing and implementing a comprehensive institutional advancement programs focused on significantly increasing constituent involvement and fundraising outcomes through: creation and implementation of effective fundraising initiatives; the utilization of best practices in annual, major, capital, and planned gift programs; the development of dynamic processes in all phases of donor qualification, cultivation, solicitation, and stewardship; and the development of an effective internal and external communications plan for institutional advancement initiatives.

The success of the Vice President will be defined by his/her ability to build new and leverage existing relationships; positioning the school to connect with philanthropists, entrepreneurs, and business leaders not currently engaged with; and engaging all members of the Resurrection community in advancement efforts called for in the forthcoming strategic plan 2021-2026.

A comprehensive audit of the existing office and program is in progress. The audit will provide the framework for the Vice President to design and implement a road map for substantial, sustainable long-term philanthropic growth; the Vice President will strengthen the infrastructure and organization of institutional advancement, fostering a strong, collaborative team environment and improving integration across the various functions of institutional advancement; will lead by example, personally participating in the identification, cultivation, and solicitation of high-level donors and prospects, and will become an active and visible member of the Resurrection and local communities; and lead with mission, authenticity, and humility.

## **Essential Responsibilities and Duties**

### **Strategic Vision and Leadership**

- Assess the fundraising potential of Resurrection and craft a multi-year strategy that will strengthen the culture of philanthropy and substantially and sustainably increase philanthropic support, including endowment, capital projects, and the annual fund, in keeping with the mission and strategic priorities.
- Serve as an active member of the President's Cabinet; build strong, collaborative professional relationships with Cabinet peers and foster a strong team orientation.
- Collaborate with the President and other academic and administrative leaders to identify and prioritize fundraising needs.
- Personally cultivate, solicit, and steward a select prospect portfolio. Lead the fundraising team by example, demonstrating success and providing mentorship in order to maximize philanthropic revenue.
- Lead the planning, preparation, and execution of a comprehensive annual fundraising campaign, and on-going major and planned giving efforts.
- In conjunction with the president, develop clear, consistent, cohesive, and compelling messaging that leverages the uniqueness, strengths, and aspirations of Resurrection in a way that excites the community about the school's future direction and results in philanthropic support for funding priorities, meets target enrollment, and advances the strategic vision. Ensure that messaging and outreach reflect and support Resurrection's Catholic Lasallian nature.
- Ensure that the efforts of advancement are well coordinated and support key institutional priorities; better embed and integrate more proactive advancement operations; ensure that advancement staff members are perceived as collaborative, proactive, transparent, and trustworthy partners eager to professionally address opportunities and concerns.

### **Programmatic Elevation**

- Evaluate, strengthen, and enhance existing individual giving (annual, major, principal, and planned) and foundation programs. Develop and implement new innovative programs to systematically and strategically identify and acquire prospective individual and institutional donors, increase donor retention, and renew and upgrade existing donors.
- Ensure that the stewardship program provides donors with comprehensive, timely, innovative, and coordinated acknowledgement of their support; elevate the importance of stewarding all donors and programs in order to strengthen donor interest in, satisfaction with, and commitment to Resurrection.
- Build capacity and volunteer engagement by identifying, tracking, and nurturing Resurrection alumnae, parents, and friends. Develop meaningful and strategic frameworks to leverage and mobilize volunteers and to raise the sights and involvement of volunteers and donors at all levels.
- Develop and implement a systematic and strategic plan to maintain and strengthen existing alumnae relationships; proactively engage and build relationships with alumnae who are not yet engaged, providing innovative and compelling programming and outreach that inspires alumnae participation in philanthropy and increases both the number and size of gifts.

### **Staff Management and Leadership**

- Maintain a leadership style that is fair, equitable, fluid, and open; support, mentor, and optimally organize the Institutional Advancement Team, setting clear direction and priorities; promote excellence

through well-defined goals and implementation of best practices and accountability measures; provide appropriate opportunities for professional learning and growth; inspire, empower, and motivate staff through active, transparent communication and delegation; instill a sense of urgency and a proactive orientation across advancement.

- Ensure that all systems and processes, from data capture to gift acceptances and processing, maximize available intelligence via reporting and also follow sound budgetary, legal, and accountancy practices.
- Plan and carefully manage the Institutional Advancement budget, ensuring that resources are deployed efficiently and effectively in support of fundraising goals and objectives; utilize contemporary analytics to project, measure, and report on progress relative to goals.

#### **Performance will be measured by**

- Ability to successfully meet budget expectations
- Ability to increase overall philanthropic engagement as measured by agreed-upon metrics
- Ability to successfully manage people and processes and meet deadlines and budget requirements while adhering to the policies and procedures of Resurrection and the Office of Institutional Advancement
- Ability to embrace, support, and enhance the mission, goals, and values of Resurrection

#### **Qualifications**

- Demonstrated ability to assume responsibility without direct supervision, exercise initiative and judgment; to prioritize and organize workload to complete assignments in a timely manner, and to make decisions within the scope of assigned authority
- Ability to set and follow timelines and work independently
- Ability to collaborate effectively with colleagues in a caring and supportive manner
- Ability to interact with students, parents, alumnae, and the public responsively and professionally
- Ability to work for long hours in a sedentary job in front of a computer
- Excellent interpersonal and written communication skills required, with an emphasis on crafting a compelling message, developing volunteer materials, event-related marketing and social media messaging
- Experienced at providing good customer service and support, including courtesy and tact to work effectively with volunteers and alumnae leadership
- Ability to maintain confidential information, including donors, donations and alumnae information
- Detail oriented and skilled at maintaining organization and management of multiple projects at once and on a timeline throughout the year
- Ability to handle deadlines and stressful situations in a calm, orderly and customer service oriented manner
- Ability to travel to special event locations
- Knowledge of and ability to use MS Office and social media required. Raiser's Edge and social media management applications knowledge preferred
- A bachelor's degree is required

#### **Application**

To be considered for the Vice President of Institutional Advancement position, please send a letter of interest and resume/CV to: Dr. Daniel Zepp, [dzepp@reshs.org](mailto:dzepp@reshs.org), 773-775-6616