



EMPLOYMENT OPPORTUNITY

Open until filled

Date: May 7, 2014

Anticipated Start Date: ASAP

Job Title: Vice President of Advancement

Reports To: University President

Job Description:

The Vice President of Advancement will be responsible for leading and building an overall environment for successful fund-raising activities of MU. In addition, this individual will serve on the university's senior leadership team.

Principal Responsibilities:

- Motivate and lead an advancement team that creates lifetime relationships with the financial investors/donors, friends and families of MU. Teach biblical stewardship that honors God in all areas of life.
- Leadership and implementation of a strategic, comprehensive and integrated advancement program including systems that will acquire, cultivate and solicit new investors/donors; increase levels of giving of current investors/donors, and increase the number of transformational gifts received from investors/donors.
- Develop, maintain and cultivate relationships with churches, foundations and organizations both domestically and internationally, who are present, past, mega and major donors of the university.
- Responsible for marketing and communication publications including direction, themes and focus in cooperation with the president, communication director and enrollment director.
- Budgeting design and accountability for the Advancement Department.
- Responsible for planned giving, estate planning, comprehensive campaigns, special events, donor stewardship and building upon the current endowment.
- Represent the department to the Board of Trustees by serving on any appropriate board committee.

Performance Outcomes:

- Meet annual development goals: total giving; annual fund; number of donors; and average gift
- Development and implementation of a successful advancement strategy
- Successful management of budget and advancement team
- Donor satisfaction
- Ability to maximize resources to meet and exceed fiscal fund-raising goals
- Relationship with the president
- Strategic partner in shaping the direction of the university for maximum impact

If it's Bible you want, then you want Multnomah!

MULTNOMAH UNIVERSITY

8435 NORTHEAST GLISAN STREET PORTLAND, OREGON 97220 PHONE: 503.255.0332 TOLL FREE: 800.275.4672 WEB: WWW.MULTNOMAH.EDU

Job-specific Requirements:

Required Qualifications:

- Personal commitment to Christ as demonstrated in a consistent lifestyle of integrity and maturity.
- Agreement with MU's statement of faith, mission, values and vision
- Successful track record in fund-raising, development and relationship management for non-profit organizations or academic institutions
- Innovative and strong team leadership—personally committed team player
- Excellent written and communication skills to include presentations, public speaking, one-on-one and small group settings
- Ability to multitask, handle complex tasks, and think strategically
- High level of self-motivation with superior interpersonal and conflict management skills
- Willing and able to travel as needed
- Commitment to long tenure
- Four-year degree

Preferred Qualifications:

- Background in Christian higher education fund raising
- A graduate degree such as MDiv/MA/MBA/Doctorate
- Previous management experience

Typical Physical Demands and Working Conditions:

Requires intellectual capability for analytical and logical thinking; corrected vision and hearing within normal range; speaking, standing and/or sitting for extensive periods of time; proficiency in speaking and writing the English language; use of audio-visual equipment. Extensive travel is required. Work on campus is normally performed in an office setting; teaching duties are performed in a classroom.

General Requirements:

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian college and seminary, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, all employment positions at Multnomah University contain the following statements relating to required personal qualities:

- Employees will have received Jesus Christ as his/her personal Savior. John. 1:12
- Employees will be in basic agreement with the institution's doctrinal statement.
- Employees will believe the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- Employees will be a Christian role model in attitude, speech and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- Employees will be a regular participant in a local, evangelical church.

**Full Time (40 hours) with Medical and Dental benefit options
starting the first day of the month following the first 30 days of employment.**

To Apply:

For full consideration complete an employment application (online at www.multnomah.edu/employment) and attach a cover letter and resume. Please include the name, title and phone number of three references. An interview may be arranged after your file is complete.

After submitting your application if you have questions regarding this position please contact Dr. Craig Williford, cwilliford@multnomah.edu

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