

Moore College of Art & Design Job Posting

Status: Exempt, Senior Management
Position: Vice President for Institutional Advancement
Reports to: President

Overview: Moore College of Art & Design seeks a dynamic, seasoned, and strategic advancement leader for Moore's exciting next chapter. Moore, now the only independent college of art and design in the city of Philadelphia, has recently opened our admissions policy to be inclusive of all genders, and is poised for growth, innovation, and reputational expansion in the coming years and decades. The VP of Advancement is a Cabinet-level position, and as such collaborates with other senior leaders to shape and implement strategy for the College, works closely with select board leadership as the staff liaison to the board committee overseeing Advancement, and operates in close partnership with the President to achieve institutional advancement goals.

Benefits: Moore College of Art & Design offers a time off package consisting of 41 days paid throughout the year for holidays, winter break, vacation and personal days. In addition, we provide 2 weeks of sick time and offer a great benefit package including health, dental, and a 403b plan with an immediate match and 100% vesting.

Purpose: Responsible for planning and implementing of all fund-raising for the College. Manages day-to-day operations of the Office of Advancement, including oversight of Principal Gifts, Major/Planned Gifts, Annual Fund, Scholarship fundraising events, Corporate/Foundation Relations, Stewardship initiatives, Alumni Affairs programs, and Comprehensive Campaign.

Requirements:

- Ability to plan, manage and implement the fundraising goals of the College which include the Comprehensive Campaign, Principal Gifts, Major/Planned Gifts, Corporation/Foundation Relations, Special Events, Annual Fund/Sarah Peter Society, and other advancement initiatives.
- Bachelor's degree and at least ten years' experience in fund raising.
- Strong oral and written communication skills.
- Excellent organizational abilities.
- Experience with Raisers Edge, Microsoft Word, and Excel.
- Knowledge of donor/wealth management systems.
- Knowledge of Philadelphia-area fund raising community, especially knowledge of individual major donors and prospects, is a plus.
- Knowledge of capital resource development.

Responsibilities and Duties

1. Plans and organizes the Advancement program to meet financial goals agreed upon by the Board, President and the CFO.
2. Supports the President and Board in securing contributions - personally cultivates and solicits a limited number of comprehensive campaign/principal gift prospects.
3. Organizes cultivation of major prospects with the goal of developing a proactive major gift program, including managing Major/Planned Giving staff.
4. Oversees Annual Fund and Alumni Affairs programs and staff.
5. Oversees strategies for all corporate, foundation and public sector prospects to fund College priorities.
6. Oversees coordination of Special Events which typically include (annually) 5 small events, a large fundraiser, and regional comprehensive campaign events.
7. Drafts proposals for major individual prospects, corporations, foundations and public sector entities, as appropriate.

8. Oversees preparation of periodic development reports.
9. Directs stewardship activities for all major contributors: individuals, corporations, foundations and public sector entities.
10. Monitors development of department budget and expenditures.
11. Supervises other staff who report to the Vice President, as well as manages development consultants as appropriate.

Physical Working Demands

No physical demands. Office setting. The above statements are intended to describe the general nature and level of work being performed. These are not to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel as so classified.

To Apply:

Interested candidates send your resume and cover letter with salary requirements to HR@Moore.edu.

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited. Read Moore's full compliance statement <https://moore.edu/non-discrimination-policy/>