

Columbia

COLLEGE CHICAGO

DIRECTOR OF INDIVIDUAL GIVING Position Guide

ABOUT COLUMBIA COLLEGE CHICAGO www.colum.edu

Columbia College Chicago is an undergraduate and graduate institution with a principal commitment to provide a comprehensive educational opportunity in the arts, communications and public information within a context of enlightened liberal education. Columbia College Chicago's intent is to educate students who will communicate creatively to shape the public's perceptions of issues and events and author the culture of their times. Columbia College Chicago is an urban institution whose students reflect the economic, racial, cultural, and educational diversity of contemporary America. The college conducts education in close relation to a vital urban reality and serves an important civic purpose by active engagement in the life and culture of the city of Chicago.



The college's educational philosophy is rooted in the essential wedding of theory with practice. Students are immersed in a creative learning environment designed to give them ample opportunity to test and perfect their art, craft or practice, while grounding them in a rigorous academic curriculum that provides broad context and the intellectual, analytical and creative capacity to succeed in their chosen fields.

Now 125 years old, Columbia College Chicago is at a significant moment in its

history. As one of the largest private, not-for-profit arts and media colleges in the country (9,000 students in fall 2015), Columbia College Chicago has grown from a small, vocationally focused commuter school to an international institution with a burgeoning residential component and a growing reputation in a wide array of creative fields anchored by a strong commitment to the liberal arts. The college's fundamental commitment to preparing students to author the culture of their time differentiates it from its peers in a powerful and compelling way.

In July 2013, Dr. Kwang-Wu Kim became Columbia College Chicago's tenth president. He holds a doctor of musical arts degree and an artist diploma from the Peabody Institute of Johns Hopkins University. He is an outspoken advocate for the arts, a proponent of expanding the role of creative practice in society, and seeks to change the approach to how artists are educated. A chief focus of Dr. Kim's presidency is the development of a new five-year strategic action plan for the college that was approved by the Board of Trustees in May 2015. The plan, titled, "*Achieving Our Greatness: A Strategic Action Plan for Columbia College Chicago, 2015-2020*," sets out a shared vision for how the college can achieve its full potential as an educational innovator, an incubator of new creative practice and a generator of real-world success for young creatives.

Columbia College Chicago
Director of Individual Giving

THE DIRECTOR OF INDIVIDUAL GIVING

In collaboration with the Vice President of Development and Alumni Relations, the Director of Individual Giving will create and lead the major gift fundraising program for Columbia College Chicago. This will include prospect identification, cultivation and solicitation as well as all major donor recognition and stewardship. The Director of Individual Giving will carry a portfolio of prospects and assist with special initiatives and preliminary campaign planning. The Director will partner with the President's office, Provost, senior college leaders, Deans and faculty members to ensure that the college reaches its philanthropic goals. This position reports to the Vice President of Development and Alumni Relations, and will build and manage a major gifts team responsible for the identification, cultivation and stewardship of leadership and major gifts from individuals.

RESPONSIBILITIES

The Director of Individual Giving will have the following primary responsibilities:

- Design and build a strong major giving program for Columbia College Chicago; develop effective strategies and manage processes for identifying, cultivating, soliciting and stewarding donors.
- Establish and maintain a personal portfolio of leadership gift and major gift prospects and donors.
- Build an individual giving team and set performance metrics, evaluate and mentor front-line giving officers.
- Manage activities of the newly established Board of Visitors and cultivate relationships with members.
- Assist in managing the college President's portfolio of prospects and participate in strategy sessions.
- Collaborate with alumni, friends, faculty members and other administrators on fundraising efforts to create special endowed or expendable funds.
- Develop expertise in planned giving language and techniques and potentially supervise a planned giving program for Columbia College Chicago.
- Participate in setting departmental goals for individual giving and be a voice in creating giving policies and procedures.
- Keep current with best practices for giving programs in Chicago and around the country.



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QUALIFICATIONS

- A minimum of five to seven years of professional development experience, with demonstrated experience in individual giving at an institution of higher education.
- Excellent written and verbal communication skills with a persuasive ability to generate support on behalf of Columbia College Chicago.
- Understanding of best practices for major gift solicitation.
- Experience managing staff and building a team.
- Ability to prioritize tasks and effectively manage competing timelines.
- Demonstrated commitment to working collaboratively with peers, staff and management.
- Proficiency with Raiser's Edge or similar fundraising software.
- Ability and willingness to travel and work non-traditional hours.
- Ability to handle confidential matters with a high level of integrity.
- A bachelor's degree from an accredited college or university.

APPLICATION

Columbia College Chicago has retained Campbell & Company to conduct the search for the Director of Individual Giving. This search is being conducted by Kris McFeely, Senior Consultant, and Joseph Scheiber, Associate Consultant.

To be considered for this opportunity, please send a letter of interest and resume to:

Joseph Scheiber

Associate Consultant, Executive Search
joseph.scheiber@campbellcompany.com

(312) 896-8897 direct

Campbell & Company

www.campbellcompany.com

Columbia College Chicago is an equal opportunity employer with a strong commitment to diversity.