



Be The Difference.

## ASSOCIATE VICE PRESIDENT, REGIONAL DEVELOPMENT AND PRINCIPAL GIFTS POSITION GUIDE

*Marquette University aspires to be, and to be recognized, among the most innovative and accomplished Catholic and Jesuit universities in the world, promoting the greater glory of God and the well-being of humankind.*

**MARQUETTE UNIVERSITY, [www.marquette.edu](http://www.marquette.edu)**

Marquette University is a Catholic and Jesuit university located near the heart of downtown Milwaukee, Wisconsin, that offers a comprehensive range of majors in 11 nationally and internationally recognized colleges and schools. As of fall 2015, Marquette enrolled 11,491 undergraduate and graduate students hailing from all U.S. states and 70 countries. A Marquette education offers students a virtually unlimited number of paths and destinations and prepares them for the world by asking them to think critically about it. Along the way, Marquette asks one thing of every student: Be The Difference.

Marquette's stated mission is "the search for truth, the discovery and sharing of knowledge, the fostering of personal and professional excellence, the promotion of a life of faith, and the development of leadership expressed in service to others. All this we pursue for the greater glory of God and the common benefit of the human community." Learn more about [Marquette's mission and guiding values](#).

Marquette ranks 75th in the 2014 edition of America's Best Colleges, released by *U.S. News & World Report*. Marquette University's doctor of nursing practice program was ranked 38th nationally in *U.S. News & World Report's* Best Graduate Schools rankings for 2017. This is the first time *U.S. News* has ranked DNP programs in its annual report of top graduate programs. In the Law School, the dispute resolution program was ranked 7th and the legal writing program was ranked 11th — each moved up one spot this year. The executive MBA program in the Graduate School of Management was ranked 16th in the nation, and the school's specialty programs in supply chain management and finance were ranked 13th and 21st, respectively. The graduate program in biomedical engineering was ranked 63rd and the graduate program in mechanical engineering came in at 87. Other rankings of note include part-time MBA (102), education (115), law (123) and engineering (126).



In addition to its academics, Marquette is well-known for its commitment to the community — whether it's in Milwaukee or around the world. So much so the university was named to the 2013 President's Higher Education Community Service Honor Roll by the Corporation for National and Community Service. The designation recognizes higher education institutions that reflect the values of exemplary community service and achieve meaningful outcomes in their communities.

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Marquette University's NCAA Division I Golden Eagles compete in the Big East athletic conference and round out another aspect of student life on campus. Men's sports include Basketball, Cross Country, Golf, Lacrosse, Soccer, Tennis, and Track and Field. Women compete in Basketball, Cross Country, Golf, Lacrosse, Soccer, Tennis, Track and Field, and Volleyball.

In 2013, Marquette completed a strategic plan [\*Beyond Boundaries\*](#) which will serve the institution through 2020. Marquette is planning for its next comprehensive capital campaign with preliminary goals that would greatly exceed its successful \$357 million [\*Magis\*](#) campaign (1998-2005). In 2015, Marquette University Advancement raised \$68 million from individuals, foundations and corporations.

### **ASSOCIATE VICE PRESIDENT, REGIONAL DEVELOPMENT AND PRINCIPAL GIFTS**

Reporting to the Vice President for University Advancement, the Associate Vice President, Regional Development and Principal Gifts (AVP) is one of five members of the University Advancement cabinet. S/he provides overall leadership, direction and management to the regional fundraising activities of University Advancement. (S)he will strategically develop and implement strategies that will lead to a high-performance fund raising culture and results that are based on the principles of donor centrality, commitment to Marquette's mission, collaboration and accountability. The AVP will also maintain a personal portfolio of 15-20 prospects and donors

This is an extraordinary opportunity that will require high level of collaboration across all levels of University Advancement and the university. The AVP manages a team of 29, including an administrative assistant, and has six direct reports: the Managing Director(s) of Milwaukee, Chicago, the Coasts and three Principal Gift fundraisers. The AVP manages an operational budget of \$500,000; the overall divisional budget (excluding salaries) is \$3.1 million. The overall University Advancement team consists of 124 full time employees in other fundraising areas (e.g., planned giving, college advancement, corporations and foundations), alumni and external engagement, and advancement services.

### **RESPONSIBILITIES**

The Associate Vice President, Regional Development and Principal Gifts has the following responsibilities:

- In collaboration with key University Advancement partners, create, communicate and manage a comprehensive and accountable fundraising process that builds portfolios with the highest qualified prospects, creates effective plans for cultivation and solicitations and sets high performance standards.
- Strategically lead all regional development activities within the three identified regions.
- Strategically lead all advancement activities involving principal gift prospects.
- Manage, direct and evaluate the performance of the Managing Directors of Regional Development.
- Manage, direct and evaluate the performance of the Senior Directors of Development, Principal Gifts.
- Travel throughout regions, supporting fundraisers and managers and making joint calls.
- Directly manage a small portfolio of highly rated prospects and donors with active cultivation, solicitation and stewardship.
- Oversee the budgetary resources for regional development and principal gifts to optimize the University's fundraising investment.

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- Provide coaching and mentoring to Managing Directors of Regional Development, Senior Directors of Principal Gifts, and Directors of Regional Development, as needed, to seek continuous improvement.
- Serve as a key member of the University Advancement Cabinet, the department's senior leadership team.
- Own, manage and execute special projects/initiatives for University Advancement as required.

**QUALIFICATIONS**

The Associate Vice President, Regional Development and Principal Gifts is an entrepreneurial leader who possesses at least 10 years of professional experience in direct fundraising, fundraising leadership and staff management. S/he has proven analytical skills and demonstrated success in leading a complex organization. Excellent written and oral communication skills, as well as superior interpersonal and organizational skills are essential. A highly developed ability to deal with sensitive and confidential information related to alumni and donors as well as employees is essential, along with demonstrated integrity of decision-making and the interest in becoming a highly visible university representative to multiple constituencies is required. A Bachelor's degree from an accredited college or university is required, with an advanced degree preferred. A strong commitment to Marquette's mission and Jesuit, Catholic tradition is also needed.

The successful candidate will bring most, if not all, of the following personal and professional qualifications:

Administrative

- Structure and Staff – recruits and hires the right people for permanent and temporary assignments; builds a strong team with complementary strengths; provides for staff continuity; forms the right structures and teams.
- Develops systems and processes – identifies and implements effective processes and procedures for accomplishment of work.
- Manage execution – assigns responsibilities, delegates and empowers others; removes obstacles, allows for and contributes needed resources, coordinates work efforts when necessary, monitors progress
- Work efficiently – allocates one's own time efficiently; handles multiple demands and completing priorities, efficiently processes paperwork; manages meetings effectively.

Communication

- Speak effectively - speaks clearly and expresses self well in groups and in one-to-one conversations.
- Listens to others – Actively attends to and conveys understanding of the comments and questions of others; listens well in a group.



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- Deliver presentations – Prepares and delivers clear, smooth presentations; carries self well in front of a group.
- Prepare written communications (secondary) – Conveys information clearly and effectively through both formal and informal documents, reviews and edits written work constructively.

Interpersonal Skills

- Display organizational savvy – Develops effective give-and-take relationships with others; recognizes and effectively balances the interests and needs of one's own group with those of the broader organization.
- Leverage networks – Identifies and cultivates relationships with others; understands the agendas and perspectives of others; recognizes and effectively balances the interests and needs of one's own group with those of the broader organization.
- Value diversity – Shows and fosters respect and appreciation for each person whatever that person's background, race, age, gender, disability, values, lifestyle, perspectives, or interests; seeks to understand the worldview of others; sees differences in people as opportunities for learning about and approaching things differently.



Leadership

- Influence others - Asserts own ideas and persuades others; gains support and commitment from others; mobilizes people to take action.
- Coach and develop others – Accurately assesses strengths and development needs of employees; gives timely, specific feedback and helpful coaching; provides challenging assignments and opportunities for development.

Motivation Skills

- Drives for results – Drives for results and success; conveys a sense of urgency and drives issues to closure; persists despite obstacles and opposition.
- Shows work commitment – Sets high standards of performance, pursues aggressive goals and works hard to achieve them.

Organizational Knowledge

- Use financial and quantitative data – Establish realistic budgets; uses financial and quantitative information effectively to manage.
- Use technical/functional expertise – Possesses up-to-date knowledge in the profession or industry; is regarded as an expert in the technical/functional area; accesses and uses other expert resources when appropriate.

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- Know the business – Shows understanding of the issues relevant to the broad organization and business; keeps that knowledge up-to-date; has and uses cross-functional knowledge.

Organizational Strategy Skills

- Focus on customer needs – Anticipates customer needs, takes action to meet customer needs; continually searches for ways to increase customer satisfaction.

Self-Management Skills

- Act with integrity – Demonstrates principled leadership and sound business ethics; shows consistency among principles, values, and behavior; builds trust with others through own authenticity and follow-through on commitments.
- Demonstrate adaptability – Handles day-to-day work challenges confidently; is willing and able to adjust to multiple demands, shifting priorities, ambiguity, and rapid change; shows resilience in the face of constraints, frustrations, or adversity; demonstrates flexibility.
- Develop Oneself – Learns from experience; actively pursues learning and self-development, seeks feedback and welcomes unsolicited feedback; modifies behavior in light of feedback.

Thinking Skills

- Analyze issues – Gathers relevant information systematically; considers a broad range of issues or factors; grasps complexities and perceives relationships among problems or issues; seeks input from others; uses accurate logic in analyses.
- Use sound judgment – Makes timely and sound decisions; makes decisions under conditions of uncertainty.

**APPLICATION**

Inquiries, applications and nominations should be directed to:

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Marquette University does not discriminate in any manner contrary to law or justice on the basis of race, color, gender, age, sexual orientation, religion, disability, veteran's status or national origin in its educational programs or activities, including employment and admissions. At the same time, Marquette cherishes its right and duty to seek and retain personnel who will make a positive contribution to its religious character, goals and mission in order to enhance the Catholic, Jesuit tradition.

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