



**CALDWELL**  
UNIVERSITY™

## Vice President for Development and Alumni Affairs

*Caldwell University ([www.caldwell.edu](http://www.caldwell.edu)) seeks nominations and applications for the position of Vice President for Development and Alumni Affairs (VPDAA). The University seeks a dynamic change agent who will provide strategic direction for development functions.*



### **THE POSITION:**

Reporting to the President and serving as a member of his cabinet, the VPDAA serves as the Chief Development Officer for the University. Responsibilities include:

- hiring, training, supervising, and evaluating staff within the office of development;
- providing leadership and support to all professional, administrative, and student staff assigned to development;
- overseeing the institution's strategic fundraising plan including the annual giving program, federal and state grant opportunities, planned giving, and major gifts initiatives;
- the development and execution of all University fundraising and alumni relations initiatives;
- in consultation with the President, build, develop, and manage a small individual portfolio of prospects/donors focusing on major and principal gifts;
- partnering with the President in all phases of campaign leadership and development activities, including individual prospect and donor development efforts;
- working with the President on trustee and government and community relations initiatives;
- the planning and management of an alumni relations program which seeks to increase alumni involvement and build a culture of alumni support for Caldwell University; and
- the identification, cultivation, solicitation, and stewardship of current and potential major donors consisting of individuals, corporations, foundations, and government agencies.

## REQUIREMENTS:

- Bachelor's degree required, masters preferred; CFRE certification desired.
- Seven to ten years of management experience within a professional fundraising organization; relevant work experience and accomplishments in lieu of requirements may be considered.
- A record of successful fundraising in higher education or a large non-profit organization at the major and principal gift levels.
- Capital or comprehensive campaign experience.
- The ability to be a strategic partner to campus leadership who can design and execute initiatives and campaigns to increase fundraising at Caldwell University.
- Must be willing to support the Dominican Catholic liberal arts mission of the University, advancing the University's mission while fortifying its financial base.

The successful candidate will have experience in the management of operational areas of Institutional Advancement including staff supervision, gift processing, database reporting, maintaining prospect and donor histories. Applicants must possess the vision, integrity, energy, and decisiveness necessary to develop and lead the Development team to the successful implementation of new ideas. Candidates should have a strong knowledge of the cultivation and solicitation process, and experience with demonstrated success in managing development, fund-raising, friend-raising, alumni, board and government relations, major gifts, annual fund, planned giving, research, grants, and special events, preferably in a higher education environment.

Believing that diversity contributes to academic excellence and to rich and rewarding communities, Caldwell University is committed to recruiting and retaining a diverse faculty, staff, and student body. Candidates from historically underrepresented groups, whose work furthers the diversity, equity, and inclusion efforts, and who bring to campus varied life experiences, perspectives, and backgrounds are especially encouraged to apply. Candidates must be willing to support the Catholic Dominican mission of the University.

Caldwell University has made the safety of its students, faculty and staff, and the surrounding communities a top priority. As part of that commitment, Caldwell University recently announced that students, faculty, and staff are required to be vaccinated against COVID. As a prospective and/or a new employee at Caldwell, the Vice President will be required to comply with the University's vaccination protocol. Proof of full vaccination will be required before the start of employment in order to work at the University. Prospective or new employees may seek a medical or religious exemption to the vaccination requirement and if applicable, must have an approved exemption prior to the start of their employment.



### THE UNIVERSITY:

Caldwell University is a private, Catholic co-ed four-year university with a strong liberal arts core curriculum that enhances critical thinking and analytical reasoning. Caldwell offers 31 undergraduate and 31 graduate programs, including doctoral, master's, certificate, and certification programs, as well as online and distance learning options that prepare students for today's global marketplace. The University has 15 NCAA Division II athletic teams and numerous clubs, fraternities, sororities, and activities on a beautiful 70-acre campus located in the suburbs of Caldwell, New Jersey. Caldwell was founded by the Sisters of Saint Dominic of Caldwell. Its core values of respect, integrity, community, and excellence influence academic and campus life.

### APPLICATION PROCESS:

Caldwell University is being assisted by the partners of Hyatt-Fennell. Application materials should be submitted to [caldwell@Hyatt-Fennell.com](mailto:caldwell@Hyatt-Fennell.com). Applications include a cover letter of interest, resume, and complete contact information (email address and phone number) for at least three professional references. All applications and nominations will be considered highly confidential. Position will remain posted until filled, however, review of application materials will begin immediately.



For more information contact:  
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[www.HYATT-FENNELLS.com](http://www.HYATT-FENNELLS.com)

*Caldwell University is an Equal Opportunity Employer strongly committed to diversity, equity and inclusion within its community*

