



300 S. George Street, Charles Town, WV 25414

Full-time Position: Vice-President for Institutional Advancement

Catholic International University invites applications for a full-time Vice-President for Institutional Advancement to start in October. The Vice President for Institutional Advancement is the chief advancement officer for the University and advises the President on all matters pertaining to the management and operation of university institutional advancement, alumni relations, as well as community and donor relations. The ideal candidate would possess strong leadership, strategic vision, and proven fundraising experience, coupled with excellent communication, interpersonal skills, and emotional intelligence to build relationships and inspire donors. This individual should be committed the university's mission, fostering a unified advancement program to increase support and achieve strategic goals.

Responsibilities include but are not limited to Oversight of the department team and reporting; Develop and maintain donor relations; Coordinate major donor efforts, special events, and capital campaigns; Engagement and Alumni Relations; Advancement Services; Institutional Advancement Communications; Contribute to the overall success of the University by participating in Leadership meetings and performing all other duties and responsibilities as assigned by the President.

Qualified candidates will possess a bachelor's degree from a four-year college or university with least ten years of experience in progressively responsible positions in advancement, preferably development. Experience in all phases of fund-raising is required. Experience in other areas currently included under University Advancement is preferred. Experience in higher education is preferred. Strong oral and written communication skills as well as excellent interpersonal skills are required. Management skills, in particular goal setting, supervision, budgeting and evaluation, are required. Familiarity with Google Suites and MS Office required. Familiarity with Blackbaud database preferred. A demonstrated commitment to the mission of the university is required.

Location: This position is located in Charles Town, WV with the potential for remote work.

Salary Range: Commensurate with experience.

Qualified candidates should submit a resume, salary requirements and personal statement indicating how the candidate will make a distinctive contribution to our University's mission and to the vision of Catholic education outlined in the Apostolic Constitution on Catholic Universities Ex Corde Ecclesiae to Amy Shouse at ashouse@catholicu.edu. Review of applications will begin immediately and continue until a suitable candidate is found.

Catholic International University does not discriminate against any applicant or student on the basis of sex, race, color, age, national origin, religion, disability, or any other status protected by applicable law.