

# SEARCH PROFILE:

## VICE PRESIDENT INSTITUTIONAL ADVANCEMENT



**Saint Martin's  
U N I V E R S I T Y**

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Saint Martin's University seeks a strategic and innovative leader to serve as the next Vice President of Institutional Advancement. The position is a direct report to President Bill Brownsberger, who assumed office July 1, 2024.

As the chief advancement and development officer of the University, the Vice President provides strategic leadership for fundraising, alumni and donor relations, communications, and external partnerships to advance Saint Martin's mission, reputation and long-term sustainability.

The Vice President of Institutional Advancement collaborates closely with the President, members of the Board of Trustees, deans and academic leader, Athletic leadership, and directors of key programs to identify funding priorities and cultivate donor relationships.

The University is sponsored by the Benedictine Order and embraces the Order's mission, vision, and values and provides a caring, transformative educational experience with the motto: To Lead with Heart.

## WELCOME FROM THE PRESIDENT



William "Bill" Brownsberger, S.T.D., the 12th President of Saint Martin's University, brings over two decades of experience in Catholic higher education, with a background that blends academic leadership, teaching, and mission-driven service. Prior to his appointment, he served as Vice President of Academic Affairs and Workforce Solutions at Mountain Empire Community College in Virginia, where he forged strong partnerships to expand workforce development pathways and student engagement. He previously served as Dean of the College of Arts and Sciences at Our Lady of the Lake University in San Antonio, Texas, overseeing budget, faculty development, and fundraising.

Dr. Brownsberger began his career as a faculty member and administrator at Catholic institutions in both the U.S. and Italy, and he remains deeply committed to the formation of students through a Catholic, Benedictine liberal arts education. Since arriving at Saint Martin's, he has prioritized mission-aligned strategic planning, strengthening community ties, and addressing regional workforce needs, including the nursing shortage. A servant leader at heart, Dr. Brownsberger focuses on institutional sustainability and student-centered growth.

Dr. Brownsberger earned his Doctor of Sacred Theology and Licentiate in Sacred Theology from the Pontifical Gregorian University in Rome, a Master of Arts in Theology from The Catholic University of America, and a Bachelor of Arts in Philosophy from the University of Dallas.

# INTRODUCTION TO SAINT MARTIN'S UNIVERSITY

Saint Martin's University, located in Lacey, Washington, is one of 13 Benedictine colleges and universities in the United States and Canada, and the only one west of the Rocky Mountains. Established in 1895 by monks of the Roman Catholic Order of Saint Benedict, the University's identity is rooted in the [Catholic, Benedictine tradition](#). The University and the Abbey sit on more than 300 acres of peaceful woodlands, meadows, and meandering trails. Saint Martin's University is regionally accredited by the [Northwest Commission on Colleges and Universities](#).

Guided by the principles of the Catholic Intellectual Tradition, Saint Martin's University endeavors to unite academic rigor and excellence with moral thought and social responsibility – higher education that seeks to serve and promote the common good – higher education that seeks to transform lives by grappling with issues of Faith, Reason, Service, and Community. Faculty, staff, and students come together to form a community of individuals who are learning to live a meaningful life.

Saint Martin's University is an independent, four-year coeducational university, with undergraduate and graduate offerings that seek to serve and promote the common good. The University welcomes students from many ethnic and religious backgrounds, and more students at its extended campus at the nearby Joint Base Lewis-McChord. With an enrollment of approximately 1,200 undergraduates and 200

graduate students, Saint Martin's offers 31 majors, 13 master's programs, one doctorate program, and six certificate programs, spanning the arts and sciences, business, counseling, education, engineering, nursing, and leadership.

Saint Martin's University is one of nine member colleges that make up the [Independent Colleges of Washington](#). Because of its proximity to the capitol, Saint Martin's University often works with public leaders to advocate for student support and access. Washington state has one of the most generous state [financial aid programs](#) in the country. Washington residents may qualify for Washington College Grants based on income, family size, and program costs. Students with a family income of up to \$78,000 could attend for free, and those with family incomes of up to \$131,000 may still receive support. Currently, over 522 Saint Martin's students receive the Washington College Grant. The State of Washington high school enrollment is stable over the next few years and likely will grow with the addition of anticipated inbound family migration. The state has created a [Roadmap](#) for post-secondary education with a goal of 70% of young adults possessing a post-secondary certificate or degree. The state has the second-highest demand for STEM graduates in the nation, yet [the number of STEM graduates in the state](#) remains far below the demand: an opportunity for Saint Martin's University to leverage its existing programs, expertise, and graduates.



# INTRODUCTION TO SAINT MARTIN'S UNIVERSITY (CONT.)

## MISSION

Saint Martin's University is a Catholic Benedictine institution of higher education that empowers students to pursue a lifetime of learning and accomplishment in all arenas of human endeavor.

Saint Martin's students learn to make a positive difference in their own lives and in the lives of others through the interaction of faith, reason, and service.

The University honors both the sacredness of the individual and the significance of community in the ongoing journey of becoming.

The mission statement is greatly informed by the Benedictine values and expresses an openness to learn from and to dialogue with people of all perspectives and worldviews. In this sense, Saint Martin's University is both a Catholic Benedictine institution guided specifically by Catholic Benedictine tradition, and, in the broader sense, a religious institution committed to providing an atmosphere of respect wherein people of various worldviews may openly engage in discourse.

## QUICK FACTS ABOUT SAINT MARTIN'S UNIVERSITY

- Undergraduate enrollment (approx.): 1,200
- Graduate enrollment (approx.): 200
- Nationalities represented on campus: 19
- Faiths represented on campus: 20+
- 10:1 student-to-faculty ratio, all classes taught by faculty
- Average class size 12-14 students
- Over \$20 million in scholarships and gift aid awarded to students last year
- Scholarships range from \$500 to full tuition
- First-year profile (entering 2025):
  - 58% women, 41% men
  - Percentage of students who are Catholic: 28%
  - Percentage of students who identify as ethnically diverse: 61%
  - Percentage of students who are first in their family to attend college: 47%
  - Percentage of students with need who receive financial support or aid: 100%

## NOTABLE RECOGNITIONS FOR THE UNIVERSITY

Saint Martin's has continued to receive [national recognition](#) in areas that reflect its student-centric focus: value, access, diversity, academic rigor, and stewardship:

- Opportunity College & University [Carnegie Foundation]
- Overall College of Distinction for 2025-26, with additional academic honors in Business, Education, Engineering and Nursing [Colleges of Distinction]
- Catholic College of Distinction [Colleges of Distinction]
- Washington College of Distinction [Colleges of Distinction]
- Military Friendly School, Gold distinction [VIQTORY] & Military Support College of Distinction [Colleges of Distinction]
- #16 in Best Value Schools among Regional Universities in the West [U.S. News & World Report]
- #34 in Social Mobility [U.S. News & World Report]
- #42 in Best Regional Universities [U.S. News & World Report]
- 1<sup>st</sup> Purple Heart university in Washington [The Military Order of the Purple Heart]
- 4 out of 5 stars in Best Colleges in the U.S. in 2024 [Money Magazine]
- #12 in Return on Investment in 2024 [Payscale]



# INTRODUCTION TO SAINT MARTIN'S UNIVERSITY (CONT.)

## STRATEGIC GROWTH AND PLANNING

"[Journey to Distinction](#)," the Saint Martin's University Strategic Plan for 2015-2020, represented the collective efforts of the Saint Martin's community. This student-centered plan guided the work of the University through those five years; helped the University navigate the challenges facing higher education today by drawing strength from its Catholic and Benedictine values and heritage; and provided direction to inspire Saint Martin's students to cultivate their intellectual curiosity, achieve academic excellence, and deepen their compassion for others.

Many of the initiatives articulated in "Journey to Distinction" have been realized, including:

- Expanding and strengthening academic offerings – in particular in STEM fields such as Nursing and Computer Science – and graduate-level programs;
- Developing a distinctive values-centered core curriculum;
- Making significant capital improvements including three new academic buildings and a new nursing wing;
- Increasing overall enrollment and retention;
- Increasing overall fundraising, particularly the growth of the endowment to approximately \$35M; and
- Launching the University's first comprehensive campaign.

## LOCATION

Saint Martin's is located in beautiful Lacey, WA, five miles east of the state capitol of Olympia (population over 50,000). Located on the [South Puget Sound](#), an hour away from both the Pacific Ocean and the Cascade Mountain Range, Lacey offers residents and visitors the perfect opportunity to discover everything that makes the Pacific Northwest so spectacular. Sparkling lakes and saltwater, densely forested parklands, championship fairways, miles of hiking and biking trails, and an adjoining 3,700-acre wildlife refuge make enjoying nature as convenient as it is exciting. In addition, outstanding schools, a low crime rate, a healthy economy, a thriving visual and performing arts community, and close proximity to Tacoma (25 miles), Seattle (55 miles), and Portland (110 miles) make

Lacey one of the most desirable places in the country to live and conduct business. In fact, Lacey was named by *Money* magazine as [one of its Top 100 Places to Live](#) in 2019.

Because of the lower cost of living compared to Seattle and Tacoma, the supportive business climate, and the natural beauty of the area, Lacey is appealing for many families because there is so much to do both professionally and recreationally

Preparations for the new strategic plan began soon after the University welcomed President Brownsberger. The entire Saint Martin's community was involved in identifying opportunities for growth, and the new plan aims to strengthen academic excellence and student success, enhance access and affordability, foster an inclusive and engaged community, and build strong partnerships with external stakeholders to support the University's mission. The process is agile, inclusive, and collaborative, while providing measurable and transparent results – setting the path forward for the University.

The Strategic Planning Process is managed by a Strategic Planning Committee (SPC) that is co-chaired by Vice President of Finance & Chief Financial Officer, Tim Madeley, Ph.D., and Don Conant, faculty senate president and chair of the business administration and economics department. SPC members include representatives from the Abbey, Board, faculty, staff, students, and administration who were nominated by the President's Cabinet and confirmed by the President and/or the Abbott in his capacity as the University's Chancellor. The President's Cabinet and the Board of Trustees are involved throughout the process, including approving strategies and objectives, aligning resources to support them, and reviewing progress on a quarterly basis.

By design, everyone in the Saint Martin's community has an opportunity to contribute to the Strategic Planning Process through "voice of community" activities and events that help guide the SPC in setting strategic priorities and objectives for the next five years. Community involvement in the process is fundamental to the University's founding traditions and creating a strong sense of place and purpose at Saint Martin's. The strategic plan was submitted to the Board of Trustees in September 2025, when the primary goals and actions to accomplish those goals were approved, with work slated to begin within the academic year.



## THE ORDER OF SAINT BENEDICT AND THE HISTORY OF SAINT MARTIN'S UNIVERSITY

The charisms of Community and Balance are uniquely demonstrated and fostered in Benedictine spirituality. St. Benedict called his monks into a community – a shared life of prayer, work, and study. Benedict was convinced that everything we need to learn about loving God, loving each other, and loving ourselves – is done in the context of community. Benedictine community, while being the antidote to individualism, always has a reverence for uniqueness. By design, Benedictines stand shoulder to shoulder with people who may be very different from themselves – this is viewed as an asset – nota hindrance.

In 1894, the administration of Saint John's Abbey Collegeville, Minnesota, began work to establish a foundation and school in Washington State. Saint Martin's – named for its patron saint, Saint Martin of Tours – was established in 1895 by monks of the Roman Catholic Order of Saint Benedict as an all-boys high school. By 1904, both the new monastery and its school were sufficiently well established for the Saint Martin's community to receive its independence from Saint John's Abbey.

In 1938, Saint Martin's became a four-year, accredited, baccalaureate-granting institution, which became coeducational in 1965. In 1972, Saint Martin's began offering extension programs at nearby Fort Lewis Army Post and McChord Air Force Base. Since then, the University has continued to offer degree and certificate programs to the military community at what is now Joint Base Lewis-McChord. The College became Saint Martin's University in 2005 to better fulfill its mission and recognize the wide variety of undergraduate and graduate programs now available to students.

From the beginning, [Saint Martin's Abbey](#) was dedicated to educating the youth of the Puget Sound area. Members of the monastery continue to be active in the life of Saint Martin's: teaching classes, filling staff positions, and providing crucial leadership within the institution. The school itself is the principal work of the Abbey, and there exists an irrevocable and sustaining alliance between the Abbey and Saint Martin's University.

The Abbey maintains certain reserved governance rights over the University in the University's licensing agreement and University bylaws and monastic members of the Abbey are guaranteed a certain number of Trustees on the University's board. The Abbot, in addition to his role as the head of the monastic community, also serves as the Chancellor of the University.

To ensure that its Catholic, Benedictine heritage is preserved, the Abbey and University entered into a licensing agreement in 2007 that enunciates the principles upon which Saint Martin's was founded and continues to operate by today. The agreement states that "We accomplish our mission by recognizing the spiritual and ethical dimensions of all human activity and by celebrating the uniqueness and worth of each human being. Our goal is to provide a living and learning environment that prepares students for active, responsible and productive lives in their professions and as members of the local and global community."

# THE ORDER OF SAINT BENEDICT AND THE HISTORY OF SAINT MARTIN'S UNIVERSITY (CONT.)

Through decades of change and growth, the University has held true to its Benedictine values — including community, hospitality, stewardship, listening and dignity of work — which remain central to life at Saint Martin's. Today, Saint Martin's is a comprehensive institution offering transformational undergraduate and graduate programs to one of the most diverse student populations in the Pacific Northwest.

## BENEDICTINE VALUES

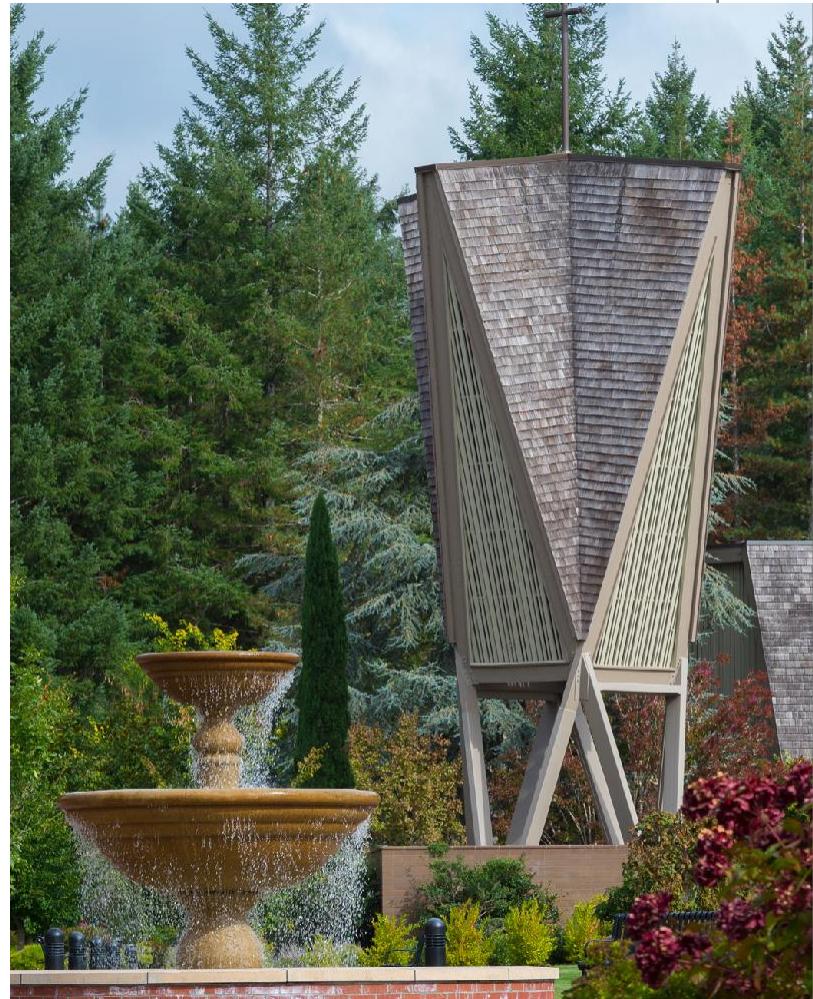
Underlying life at Saint Martin's is an active commitment on the part of each member of the community to espouse and pursue the Benedictine ideal. Saint Martin's community ascribes to the following [Benedictine values](#), which are drawn from the Rules of Saint Benedict:

- **Awareness of God:** To look for God not in the abstract but in the ordinary events of every day.
- **Community Living:** To become who we are by our relationships with others.
- **Dignity of Work:** To appreciate the dignity of work in God's creation.
- **Hospitality:** To offer warmth, acceptance, and joy in welcoming others.
- **Justice:** To work toward a just order in our immediate environment and in the larger society.
- **Listening:** To hear keenly and sensitively the voices of persons and all created beings.
- **Moderation:** To be content with living simply and finding balance in work, prayer, and leisure.
- **Peace:** To strive for peace on all levels: with self, others, and God.
- **Respect for Persons:** To respect each person regardless of class, background, or professional skill.
- **Stability:** To cultivate rootedness and a shared sense of mission.
- **Stewardship:** To appreciate and to care lovingly for all the goods of this place.

## THE INTEGRATION OF BENEDICTINE AND SAINT MARTIN'S VALUES

Balancing the life of the mind with the life of the spirit and body is decidedly Benedictine. The Rule of St. Benedict distinctly carves out time for prayer, work, and study for all members of the community. This Benedictine balance is reflected in the University's core themes of Faith, Reason, and Service. Saint Martin's strives to nurture and develop the entire person through excellent and integrated academic, spiritual, athletic, and other co-curricular programs.

The University's goal is to graduate students who have a life-long passion for learning, are dedicated to developing their spiritual selves, and have a palpable commitment to service that seeks to establish a peaceful and socially just order in our world.



## A COMMITMENT TO DIVERSITY

Inspired by its Catholic, Benedictine tradition, which honors the dignity of each person and strives for peace and justice in our world, Saint Martin's University seeks to build a campus community that engenders inclusive excellence, facilitates intercultural understanding, and promotes social justice learning.

Over the last decade, the student population has become more diverse: today, 51% of undergraduate students and 41% of graduate students self-described as being ethnically diverse; and 47% of the 2025 incoming class is first generation. Students come from 26 states and 19 countries. Saint Martin's University is committed to fostering an inclusive, supportive, and equitable learning environment for all its students.

Saint Martin's was recently awarded two multi-million-dollar federal grants to increase access to and support opportunities for diverse students:

A [\\$2.22 million Nursing Workforce Diversity \(NWD\) grant](#) to increase and assist the number of students from disadvantaged backgrounds to become baccalaureate-prepared registered nurses.



A [\\$2.25 million Title III grant, under the Strengthening Institutions Program](#) to improve equitable access to experiential learning, including internships, service-learning, and undergraduate research

In addition, Saint Martin's is committed to pursuing an employee community that reflects the diverse makeup of its student body. The Saint Martin's community intentionally encourages and requests that members of historically underrepresented groups apply to join the community.

Creating an inclusive and welcoming community requires the dedication and ongoing work of leadership, faculty, staff, and students to promote inclusive excellence in all aspects of academic life, including programs and initiatives that recognize, validate, and expand distinct identities, worldviews, and cultures. The Saint Martin's community is committed to doing and being better for its students and one another.

## A RESPONSIBILITY TO STUDENT SUCCESS

Saint Martin's University exists for the sake of its students, and student-centeredness is the heart of its mission. Since 1895, with its first student, Saint Martin's faculty and staff have been committed to empowering each student to pursue a lifetime of learning and accomplishment in all arenas of human endeavor. Over the last 125 years, this has meant supporting small class sizes and intentional mentoring; developing diverse, rigorous offerings across a variety of academic disciplines; and increasing access and financial support for all students who might not otherwise be afforded a chance to succeed in a four-year, liberal arts institution. By using holistic and university-wide strategies to improve retention, Saint Martin's University in recent years has significantly improved the graduation rate for its first-year, full-time students.

To enable students' goals, Saint Martin's leadership, faculty and staff are dedicated to being lifelong learners themselves. The University has recently implemented initiatives to increase student success and retention, emphasizing that the entire campus community shares responsibility for supporting students. Key developments include the creation of the Dignity Center and the Center for Student Success, an Internship Hub to connect students with experiential learning opportunities, and a Center of Excellence for Veteran Student Success to better support military-affiliated students. Additionally, the peer tutoring program achieved CRLA (College Reading and Learning Association) certification, ensuring high-quality academic support. To support students in earning their degrees without accumulating undue debt, Saint Martin's just launched a Four-Year Graduation Guarantee.



## A BEAUTIFUL CAMPUS

[Saint Martin's main campus](#) in Lacey, alongside Saint Martin's Abbey, sits on 300 acres of peaceful woodlands, meadows, and trails. Highlights of the campus include:

- Old Main, the original campus building and iconic center of the campus;
- Saint Martin's Abbey and Church, the campus community's spiritual home;
- The O'Grady Library, the campus community's intellectual heart;
- Zaverl Hall, home to the Lacey MakerSpace, a non-profit providing community access to high tech fabrication tools and training;
- Trautman Union Building, one of the main gathering places for students;
- Charneski Recreation Center, the campus's athletic center;

- Seven academic and arts buildings;
- Four residence halls; and
- Athletic fields, including baseball, softball, and soccer fields, tennis courts and track.

The buildings and grounds are all very well-maintained, and, in keeping with the University's commitment to sustainability and the environment, the School of Engineering's Cebula Hall is the highest-scored Platinum LEED educational facility in the Western Hemisphere. The most recent capital improvement is a \$3.5 million renovation of the first floor of Old Main: The Bruno and Evelyn Betti Nursing Education Center includes an eight-bed nursing learning lab, two-bed simulation suite, classroom, faculty offices and equipment storage rooms.

## A PRIDE IN ATHLETICS

The [Saint Martin's Saints](#) participate in NCAA Division II sports including baseball (M), basketball (M/W), cross-country (M/W), golf (M/W), soccer (M/W), softball (W), track and field (M/W), and volleyball (W). The University is a member of the Great Northwest Athletic Conference (GNAC). About 24% of the Lacey campus's undergraduates are athletes. The Athletics Department of Saint Martin's University

supports the whole student athlete in body, mind, and spirit. Student athletes are empowered to not only become life-long learners in academic fields, but to understand the relationship between athletics competition and its significance to the community as a whole. Saint Martin's coaches and athletic staff prepare scholar athletes to be leaders who transform communities through sustainable excellence.



## THE OFFICE OF INSTITUTIONAL ADVANCEMENT

The mission of the [Office of Institutional Advancement](#) is to promote Saint Martin's University's cause among its alumni, parents and friends; raise funds in support of Saint Martin's University's Catholic Benedictine educational mission and its priorities; and build strong relationships between Saint Martin's and its various constituencies.

### Development

The Saint Martin's development team operates from a centralized development model. Gift Officers partner with the president, academic deans, and athletics director and coaches engage with the University's many constituencies to build partnerships and align philanthropic support with institutional priorities. This unit includes annual, major and planned giving.

### Alumni Relations

The alumni relations team works to engage alumni across the country through consistent communication, regional engagement events, and programming such as the Distinguished Alumni Awards. This team also works closely with the National Alumni Board and its regional chapters to call upon alumni volunteers to support engagement activities.

### Advancement Services

The advancement services team tracks, maintains and teaches good data practices for the office. Information gathered from constituent engagement allows for data-driven decisions for where to spend resources. The office uses the Slate CRM for all constituent communications and records. This unit also includes prospect management and donor stewardship.

### Special Events

The University hosts a number of special events that fundraise for specific needs. The annual Gala raises funding for general student scholarship support, which raised \$3.5 million in 2024. The event welcomes a celebrity chef and more than 600 guests to campus, providing a wine-paired five course meal, live and online auctions, and much more. The second major event is the annual Golf Classic, which raises scholarship support for student-athletes.

### Corporate/Foundation Grants

Saint Martin's has received a number of federal, state and private corporate/foundation grants for initiatives across the University. The office provides support to different stakeholders in writing, submitting and tracking grants for reporting as well.



## THE VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT

Saint Martin's University invites applications and nominations for the position of Vice President of Institutional Advancement (VPIA). The University is entering a period of growth and opportunity, grounded in a renewed commitment to form students for lives of meaning, purpose, and service to the common good. Guided by its Catholic and Benedictine tradition, Saint Martin's is a community where hospitality, stewardship, and the pursuit of truth shape both learning and leadership.

The VPIA serves as a key member of the President's Executive Cabinet and provides strategic leadership for all aspects of Institutional Advancement, including philanthropy, alumni relations, community engagement, and external partnerships. This is an exceptional opportunity for an advancement leader who seeks to align professional excellence with a mission rooted in faith, community, and hope.

Working closely with the President, Board of Trustees, the Benedictine monks of Saint Martin's Abbey, academic deans, and senior administrators, the VPIA helps shape

advancement strategies that deepen the University's Catholic mission and support its long-term goals. The VPIA plays a pivotal role in inspiring generosity, strengthening relationships, and expanding partnerships that sustain and advance the University's future.

In this mission-centered role, the VPIA builds enduring relationships with alumni, parents, corporate and foundation partners, government leaders, and friends of the University, inviting them into shared partnership in Saint Martin's work. By fostering a culture of gratitude and generosity, the VPIA reinforces philanthropy as both a vital source of support and an expression of commitment to the common good.

As the University's chief development officer, the VPIA oversees efforts to secure public and private resources that sustain and enhance Saint Martin's distinctive educational mission. Through steady leadership, collaboration, and integrity, the VPIA ensures that the University continues to flourish as a Benedictine community of learners, dedicated to seeking wisdom, serving others, and advancing the shared work of transformative education.

# THE VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT (CONT.)

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

### Fundraising Leadership & Strategic Philanthropy

- Plan and execute, in collaboration with the President and advancement staff, all major fundraising initiatives and campaigns that strengthen the University's Catholic mission and its commitment to forming students for lives of meaning, purpose, and service.
- Oversee major gifts, planned giving, annual giving, endowments, and grants to ensure alignment with institutional priorities and responsible stewardship.
- Implement established principles and practices of educational fundraising, capital campaign management, and planned giving administration.
- Develop and refine strategies for prospect research, donor cultivation, stewardship, and long-term engagement.
- Grow the annual fund each year by increasing both overall giving and the number of contributing donors.
- Engage regularly in direct solicitation work, traveling to cultivate, solicit, and steward major donors in support of mission-driven priorities.

### Campaign Development & Mission-Focused Initiatives

- Lead the development and execution of targeted fundraising campaigns ensuring campaigns advance the University's educational mission and service orientation.
- Collaborate with the President and executive leadership to ensure philanthropic initiatives strengthen academic programs that reflect the University's commitment to the common good.

### Donor, Community & External Relations

- Build and sustain meaningful relationships with donors, prospective donors, business leaders, foundations, corporations, government officials, and friends of the University, reflecting a welcoming and relational Catholic and Benedictine ethos.

- Serve as a liaison between the University and its stakeholders, representing institutional priorities with clarity, integrity, and mission awareness.
- Collaborate with Marketing & Communications to communicate the University's vision, Catholic identity, and priorities for private support through compelling and mission-centered messaging.
- Identify, cultivate, and secure support from national Catholic foundations, ministries, religious communities, and mission-aligned philanthropic organizations whose priorities align with Saint Martin's Catholic identity and Benedictine tradition.

### Alumni Engagement

- Lead a coordinated alumni engagement strategy that builds lifelong connection, fosters pride, and encourages philanthropic participation.
- Develop initiatives that strengthen alumni involvement in service, mentorship, and mission-driven support of University programs.

### Strategic Planning & Institutional Alignment

- Develop and oversee an annual Advancement Division plan aligned with the University's Catholic and Benedictine mission and its strategic plan.
- Manage advancement-related initiatives within the strategic plan and ensure consistent progress toward institutional goals.
- Work closely with the Board of Trustees Institutional Advancement Committee to review goals, monitor achievements, and strengthen trustee engagement.
- Prepare regular reports for University leadership and the Board of Trustees.

### Advancement Operations & Infrastructure

- Strengthen systems, data management, and operational processes within Institutional Advancement to support effective stewardship and mission-focused decision-making.
- Generate consistent reports and updates on advancement activities, progress, and outcomes.
- Coordinate with staff to enhance data utilization for donor and alumni engagement strategies.
- Prepare and manage the annual division budget, revenue projections, and expenditures in compliance with University, state, and federal requirements.

# THE VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT (CONT.)

## Staff Leadership & Division Management

- Provide leadership and oversight for advancement services, alumni relations, annual giving, major gifts, advancement research, and corporate/foundation relations.
- Hire, supervise, mentor, and evaluate staff; set goals; monitor progress; encourage professional development; and foster a collaborative and mission-informed work culture.
- Ensure staff are equipped to support an advancement strategy that reflects the University's Catholic identity and Benedictine values.

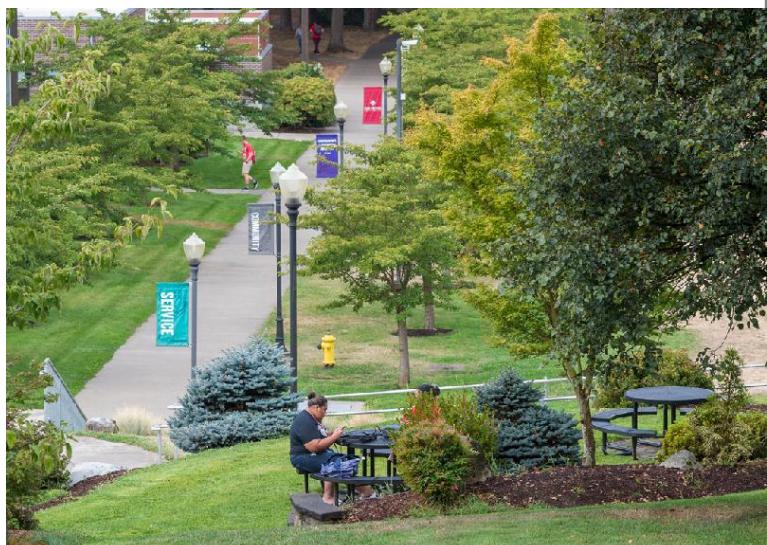
## University Representation & Service

- Represent the University to internal constituencies and external partners, including governmental agencies, vendors, students, families, and community organizations.
- Serve on University committees and Board of Trustees committees as assigned, contributing to cross-campus initiatives and mission alignment.
- Perform additional responsibilities that support the overall success of the University and its Catholic and Benedictine character.

## COMPETENCIES

- Embodies and advances the Catholic and Benedictine values of Saint Martin's University; stewardship, community, respect for persons, and service to others.
- Demonstrates the ability to identify, engage, and sustain strategic relationships with Catholic foundations, religious communities, and faith-based organizations at a national level. Aligns shared values and priorities to advance initiatives that reflect the University's Catholic identity and Benedictine heritage.
- Demonstrates a clear understanding of how the Catholic Intellectual Tradition informs education, ethics, and engagement with the world.

- Brings a record of success in setting bold, achievable goals and executing complex fundraising strategies that strengthen institutional capacity and reputation.
- Builds trust through integrity, empathy, and genuine engagement. Excels at fostering collaboration among diverse groups, both on campus and within the broader community.
- Articulates a compelling case for support, connecting the University's mission and impact to the passions of donors and partners. Communicates with authenticity and conviction in written, verbal, and interpersonal settings.
- Balances creativity with discipline by translating ideas into action, leveraging data and analytics, and driving measurable results in philanthropy and engagement.
- Models the highest standards of honesty, discretion, and accountability. Maintains the confidentiality and trust essential to donor relationships, institutional advancement and Saint Martin's University.
- Demonstrates commitment to developing staff, encouraging professional growth, and fostering a supportive, mission-centered workplace culture.
- Appreciates the richness of diverse perspectives and experiences. Engages respectfully with people of all faiths and traditions while remaining rooted in the University's Catholic identity.



# THE VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT (CONT)

## QUALIFICATIONS

- Bachelor's degree from an accredited college or university.
- Successful and progressive professional and leadership experience suitable for appointment at the vice-president level.
- Professional knowledge in the areas of capital and comprehensive campaigns, planned giving, major giving, corporate and foundation relations, preferably in a higher education religiously affiliated organization, healthcare, or non-profit setting.
- Executive presence and professional range to represent the University President.
- Success in building relationships and establishing partnerships with individual donors and institutional funders.
- Expertise in supervising staff, motivating teams, and building advancement infrastructure.

## PREFERRED QUALIFICATIONS

- Knowledge of Catholic Intellectual Tradition, including *Ex corde Ecclesiae* and Catholic social teaching. Practicing member of the Roman Catholic faith preferred.
- Successful leadership roles in campaigns, from initial planning through conclusion.
- Established track record of driving increased alumni and parent engagement.





## HOW TO APPLY

Applications should consist of a substantive letter of interest, a resume, and a list of five professional references with full contact information and a note indicating the nature of your working relationships with each. No references will be contacted without the explicit permission of the candidate. The position will remain open until filled but only applications received by **February 13, 2025**, can be assured full consideration. Salary range for this position is \$170,000 to \$180,000 annually.

The University is being assisted by AGB Search. Application materials should be submitted through the AGB Search portal system here ([link](https://bit.ly/4pxi0ko): <https://bit.ly/4pxi0ko>).

Please direct expressions of interest, nominations, or any questions regarding the application process to: [SaintMartinsVPIA@agbsearch.com](mailto:SaintMartinsVPIA@agbsearch.com) or to the AGB Search consultants listed below:

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Founded as an affiliate of the Association of Governing Boards of Universities and Colleges (AGB) in 2010, AGB Search has a deep and comprehensive understanding of the ideal qualifications for effective higher education leadership. Our affiliation with AGB, a membership association focused on advancing excellence in board governance, ensures that we approach each search with an emphasis on strong and strategic leadership to support institutions in navigating the changing higher education environment.

AGB Search has assisted with nearly 1,500 permanent and interim searches at over 600 institutions and organizations. On an annual basis, AGB Search conducts more than 100 successful searches for higher education executives. Our team includes more than 45 principals and consultants located in every region of the United States, with experience working in partnership with colleges, universities, institutionally related foundations, and associations across the country.

Our clients include private and public colleges and universities with annual budgets below \$10 million to over \$5 billion, endowments ranging from \$5 million to over \$41 billion, and total enrollments ranging from under 500 to more than 90,000 students.

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In addition to searches for permanent leaders in higher education, AGB Search offers interim search services, executive coaching services, and ExecComp, the firm's executive compensation evaluation service.