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Executive Profile

Assistant Vice President for Advancement

NORTHERN MICHIGAN UNIVERSITY

Boyden Executive Search Contact

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Position Summary

Northern Michigan University seeks an Assistant Vice President for Advancement to serve as a key member of the University Advancement leadership team and an active participant in strategic decisions affecting fundraising for Northern Michigan University and the NMU Foundation.

Working collaboratively with the Chief Advancement Officer, the Assistant Vice President will provide administrative oversight of major gifts, planned giving, corporate and foundation fundraising, donor engagement, and alumni engagement efforts. This role will foster a collaborative team culture, use metrics to drive success, and lead by example in cultivating and soliciting a select portfolio of prospects and donors capable of making transformational contributions to NMU.

The Assistant Vice President will serve as a lead principal gifts officer for the University, cultivating, soliciting, closing, and stewarding prospective donors capable of making commitments of $500,000 or more. Gifts may support general University purposes, specific colleges, campaign priorities, or other areas of Northern Michigan University.

Location: Marquette, Michigan
Department: NMU Foundation
Salary Range: $141,760-$160,000
Travel: 26%-50%, including overnight travel

Essential Responsibilities

- Provide leadership and administrative oversight for the University's major gifts, planned giving, corporate and foundation fundraising, donor engagement, and alumni engagement efforts.
- Work collaboratively with the Chief Advancement Officer and the University Advancement leadership team to establish and execute strategic fundraising priorities.
- Cultivate, solicit, close, and steward major and principal gift donors, including donors capable of making transformational contributions of $500,000 or more.
- Develop and maintain strong relationships with campus partners, prospective donors, alumni, and other key stakeholders.

- Plan and execute fundraising and revenue-generating strategies that meet or exceed annual targets.
- Drive gifts supporting general University purposes, specific colleges, campaign priorities, and other University initiatives.
- Lead, manage, and develop a team that achieves organizational outcomes while fostering a positive, inclusive, and collaborative culture.
- Use fundraising metrics, donor management systems, and CRM tools to monitor progress and drive results.
- Design and use donor events to support cultivation and stewardship activities.
- Support alumni relations programming and engagement with alumni boards.
- Navigate complex and sometimes difficult donor-related situations with sound judgment, professionalism, and discretion.
- Work effectively in a fast-paced, complex organization and respond to changing circumstances.
- Travel extensively, including overnight travel, and maintain flexible hours to accommodate donor schedules.

Required Qualifications

- Bachelor's degree.
- At least eight years of experience in higher education or nonprofit fundraising, including at least five years in a leadership role with responsibility for designing and driving a comprehensive and sophisticated fundraising program.
- Supervisory and team-management experience.
- Relevant sales or communications/marketing experience with demonstrated success in revenue generation may be considered in lieu of fundraising experience.
- Demonstrated success in planning and executing fundraising or revenue-generating strategies that meet or exceed annual targets.
- Proven ability to cultivate, solicit, and steward major and principal gift donors at the highest levels. Similar experience in sales may also be considered.
- Strong leadership, strategic planning, and project management skills.
- Strong time-management and organizational skills, with the ability to prioritize effectively and adapt to changing circumstances.
- Excellent interpersonal, critical listening, written, and oral communication skills.

- Strong relationship-building skills, including the ability to translate information gathered from donors into actionable next steps.
- Demonstrated ability to build and maintain relationships with campus partners, prospective donors, and NMU alumni.
- Demonstrated ability to provide an inclusive and collaborative work environment by valuing and actively seeking diverse perspectives.
- Demonstrated success leading and managing a team that achieves organizational outcomes and fosters a positive team culture.
- Ability to effectively use CRM and donor management systems.
- Demonstrated problem-solving and decision-making skills.
- Ability to meet demands in a timely manner and work successfully in a fast-paced, complex organization.
- Demonstrated experience handling difficult situations in donor-related settings.

Preferred Qualifications

- Master's degree in business management, organizational development, nonprofit management, or a related field.
- Comprehensive campaign fundraising experience in higher education.
- Experience with planned giving and/or grant writing.
- Experience with annual and strategic planning.
- Experience designing and using donor events to support cultivation and stewardship.
- Experience with alumni relations programming and boards.
- Experience securing major and principal gifts.

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