

## Position Profile

*On behalf of our client  
University of St. Thomas,  
CohenTaylor Executive Search Services  
is conducting a retained executive search for their*

**DIRECTOR OF DEVELOPMENT,  
OPUS COLLEGE OF BUSINESS**



### St. Thomas Fast Facts

- Founded in 1885
- Private Catholic university based in the Twin Cities of St. Paul and Minneapolis
- Over 85 undergraduate major fields of study and more than 45 graduate degree programs
- Student-to-faculty ratio of 14:1
- Average undergraduate class size of 21 and graduate class size of 19
- Endowment of \$458 million
- 3 campuses located in St. Paul, MN; Minneapolis, MN; and Rome, Italy

### Students

- 2016 enrollment: 9,983 students total; 6,111 undergraduate students and 3,872 graduate students
- Students of color: 15% of undergraduate students and 20% of graduate students
- 545 international students from 65 countries: 172 undergraduate students and 373 graduate students
- Financial aid received by more than 90% of first-year students
- Over 140 student clubs/organizations
- 20 varsity teams (Division III) and nearly 40 club sports

### Fundraising Fast Facts

2017 Production:

- \$27.2 million
  - Four gifts of \$1M+
  - Major gifts = \$50K+
  - 2017 median proposal: \$100K
- 12,115 donors
  - US News alumni participation: 12.5%
  - Donor retention: 53.7%



Founded in 1885, the University of St. Thomas is a Catholic university based in the cities of St. Paul and Minneapolis. The largest private university in Minnesota, St. Thomas offers bachelor's degrees in over 85 major fields of study, and more than 45 graduate degree programs, including master's, education specialist, juris doctor, and doctorate degrees.

### Mission

Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely, and work skillfully to advance the common good.

### Convictions

As a community, we are committed to: pursuit of truth, academic excellence, faith and reason, dignity, diversity, personal attention, and gratitude.

### Vision

The University of St. Thomas, a Catholic comprehensive urban university, is known nationally for academic excellence that prepares students for the complexities of the contemporary world. Through disciplinary and interdisciplinary inquiry and deep intercultural understanding, we inspire students to lead, work, and serve with the skill and empathy vital to creating a better world.





## The University of St. Thomas

The University of St. Thomas is a comprehensive university that prepares students for the complexities of the contemporary world.

As Minnesota's largest private university, with approximately 10,000 students from 50 states and 63 countries, St. Thomas has metropolitan campuses in St. Paul, Minneapolis, and Rome. The university offers more than 100 undergraduate majors, with opportunities for cross-disciplinary coursework in the liberal arts, and 60 graduate degree programs, including engineering, business, and law. Broad offerings are paired with a low student-faculty ratio of 14:1, allowing each student to enjoy personal attention from professors and opportunities to collaborate in student-faculty research. In addition, faculty members, not teaching assistants, teach one hundred percent of classes.

The University's partnerships with Fortune 500 companies, and its 105,000 alumni, connect students with internships – completed by nearly two-thirds of undergraduates. Ninety-five percent of students are employed, or are enrolled in graduate schools, within nine months of graduation.

Rooted in the Catholic intellectual tradition, students are taught to think critically, act wisely, and work skillfully to advance the common good. Students contribute nearly 45,000 hours a year to nonprofits, and more than half of all undergraduate students study abroad, expanding their perspectives inside and outside the classroom.

Campus life means getting involved. St. Thomas' athletic teams have won at least one conference team championship in 22 of the university's 23 total fielded teams. St. Thomas has also won 14 NCAA team championships in eight sports, and the University has 84 recognized Academic All-Americans. Students participate widely in academic and recreational clubs, and they can also live in learning communities with students who share their affinities. Known for a contagious school spirit, they cheer on their teams, and proudly wear purple on "Tommie Tuesdays."



More information about St. Thomas can be on their website at [stthomas.edu](http://stthomas.edu), and on the following social media channels: [Facebook](#), [Twitter](#), [LinkedIn](#), and [Instagram](#).



## The Opus College of Business

The Opus College of Business, ranked as the #1 Part-Time MBA Program in Minnesota by Bloomberg BusinessWeek, is the only private accredited business school in the state. Offering undergraduate degrees that enroll 43% of St. Thomas' undergraduate students; part-time, full-time and executive MBA programs; four specialized Masters programs; various graduate certificates; and the Schulze School of Entrepreneurship, the College has prepared its more than 17,000 alumni to become leaders in the business community locally and beyond.

The Schulze School of Entrepreneurship is the only of its kind within a business school, providing undergraduate and graduate entrepreneurship programs, public entrepreneurial and business education, and opportunities for funding new ventures.

Each year a diverse group of learners chooses the Opus College of Business because of the College's unique ability to offer a strong professional major combined with an extensive liberal arts foundation in a faith-based environment. Inspired by Catholic intellectual tradition, the Opus College of Business develops effective, principled business leaders who think globally, act ethically and create enduring value for society.

Situated in the heart of the Twin Cities flourishing business community, the Opus College of Business offers its students internships and experiential learning opportunities with major corporations, including Minnesota's eighteen Fortune 500 companies, and thriving startup community.



## The Role

The Director of Development, Opus College of Business (OCB) reports to the Associate Vice President of Development, in close cooperation with the Dean of the Opus College of Business, and is a member of the University Development and Alumni Relations (UDAR) division. The Director of Development, OCB advances relationships between prospective donors and the OCB for the purpose of securing major gift commitments (\$50,000 or more). The Director of Development, OCB directs and coordinates fundraising efforts for OCB and manages institution-wide fundraising activities within the college. S/he works to identify and cultivate sources of funding, by planning and implementing short, medium, and long-term (3 year) fundraising strategies and programs, to meet the current and future needs of OCB. This position is physically located within the OCB in Minneapolis, but will also frequently attend meetings on the St. Paul campus.

The Director of Development will be responsible for the following:

### **Portfolio Management**

- Participate in a comprehensive major gifts program for the University by managing a portfolio of qualified major gift level prospects associated with the OCB; facilitate active relationships for assigned prospects with OCB partners, while endeavoring to match overall University funding needs with prospects' interests

- Identify, cultivate, and qualify prospects; solicit and close major gifts (\$50,000+) sufficient to meet or exceed individual, school, and team gift goals set annually; demonstrate moves management best practice and work closely with research analyst on the moves management process in an effort to evaluate and prioritize donor prospects; develop strategies to generate increased levels of giving for OCB
- Work closely with the Dean to involve, and engage in, relationship management and cultivation and solicitation of prospects. Coordinate and facilitate the Dean's fundraising efforts to ensure good communication, partnership, and follow through with the prospective donor
- Develop a deep working knowledge of the OCB, including its teaching, research, and community engagement efforts. Understand and support its vision and aspirations; define and articulate a compelling and unique case for support of the OCB that positions it for fundraising success
- Develop a multi-year strategic plan and annual work plan, including specific fundraising, prospect development, and programmatic goals, with an emphasis on achieving established standards and metrics for the position

### Development Partnerships

- Work closely with the Dean, University leadership, and other development staff to identify priorities and opportunities for new major gifts within OCB. Develop and maintain a thorough understanding of philanthropic priorities to effectively and convincingly present the school's case to prospects and donors. Develop a solicitation plan that fosters multiple points of coordinated, strategic contact for each OCB prospect, based on research data and information gathered through qualification visits; serve as a resource and partner to the OCB advisory board
- Collaborate with the Associate Vice President of Development, Senior Director of Development, Director of Corporate and Foundation Relations, Director of Planned Giving, and other Directors of Development for the other colleges and schools to develop and implement an overall strategic plan for the solicitation of major gifts to meet the University's and OCB's goals
- Collaborate with individual gift officers and other UDAR leaders who have prospects with interest in OCB. Where appropriate, engage faculty, senior administration, and other members of St. Thomas as partners in deepening and advancing the relationship with the University and OCB
- Work with Prospect Management & Research and Corporate and Foundation Relations, other development officers, and planned giving to identify new major prospects for future gift opportunities within OCB
- Work collaboratively with key UDAR partners, including Donor Relations, in setting strategic development activities and donor programs / events in OCB

### Reporting and Data Management

- Complete and file timely reports of donor/prospect contacts by utilizing St. Thomas donor database; maintain accurate and relevant records within the database
- Collaborate with donor relations to develop stewardship programs for OCB donors
- When partnering on cultivation or solicitation, prepare strategy documents that articulate the engagement plan and purpose of interaction
- Partner with the Dean of OCB and other University leaders to ensure proper documentation of all prospect visits and/or meaningful interactions with donors, to achieve coordinated communication with all stakeholders in the relationship-building process



## The Ideal Candidate

The ideal candidate will possess the following approach, experience, and skills:

**Fundraising Acumen:** Demonstrated experience planning and implementing strategies for moving donors from identification to solicitation, and ultimately, the proven ability to secure major gifts from individuals. Minimum of 5 years development experience, as well as knowledge of higher education and business and/or business schools. Familiarity with the characteristics of a comprehensive university is a plus.

**Style:** An orientation to being confident, diplomatic, and highly motivated. Must demonstrate the ability to understand stakeholder audiences and their needs, while representing oneself, the Opus College of Business, and the University, in an authentic and trustworthy way. The successful candidate must be approachable, non-judgmental and possess the exceptional listening skills required of a successful servant leader.

**Mission:** Supportive of the convictions and mission of the University of St. Thomas to educate students to be morally responsible leaders who think critically, act wisely, and work skillfully to advance the common good.

**Leadership:** Proven leadership ability and a highly collaborative leadership style, including the ability to effectively interact with academic leadership, faculty, prospects, donors, and volunteers in a wide range of roles. S/he should also be able to inspire others to outstanding service and performance through a professional demonstration of an understanding of content and best business practices.

**Internal Management:** Must have the ability to influence without authority and achieve annual organizational growth goals.

**External Presence:** Proven experience representing an organization to various external stakeholders with an appreciation for, and understanding of, the role of philanthropy and the importance of being actively involved. Must be able to work with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds.

For more information, please inquire at [info@cohentaylor.com](mailto:info@cohentaylor.com)

All inquiries will remain confidential.

