



Position Profile

*On behalf of our client, Bemidji State University,
CohenTaylor Executive Search Services
is conducting a retained executive search for its*

Executive Director for University Advancement



Bemidji State University

Fast Facts

- Approximately 4,900 undergraduate and more than 300 graduate students
- 58% female; 4% male
- 19:1 student/faculty ratio
- Students from 36 different states and 38 different countries (88% from Minnesota).
- 82% of students receive some financial aid.
- More than 80 undergraduate majors and pre-professional programs.
- 9 graduate programs
- Largest majors: nursing, education, business, biology, technological studies, criminal justice, and psychology.
- Unique programs: aquatic biology, creative and electronic writing, Ojibwe language, indigenous studies, exhibit design, industrial model-making, wilderness management and outdoor recreation
- Honors Program that includes special on-campus housing.
- American Indian Resource Center serving the campus and surrounding communities with outreach and educational programs.
Since 2008, named one of the top 200 colleges in the nation for American Indian students by Winds of Change magazine. Named in the top 100 of Midwest regional universities by U.S. News and World Report magazine for the past 10 years, and in 2017 ranked 32 among public universities in the region.

For more information, visit

<https://www.bemidjistate.edu/>



Mission:

We educate people to lead inspired lives.

Vision:

We create an innovative, interdisciplinary, and highly accessible learning environment committed to student success and a sustainable future for our communities, state, and planet. Through the transformative power of the liberal arts, education in the professions, and robust engagement of our students, we instill and promote service to others, preservation of the earth, and respect and appreciation for the diverse peoples of our region and world.

Shared Fundamental Values:

Students, through the sum of their educational experience at Bemidji State, will have multiple opportunities to learn about, experience, and reflect on the University's Shared Fundamental Values:

- Civic engagement and leadership
- International and multicultural understanding
- Belief in the power of the liberal arts
- Environmental stewardship

These are core values that guide curriculum and services. Not tightly defined, they invite interpretation and discovery.



The Organization History

In 1919, Bemidji Normal School began its first regular school year with 38 students.

In response to a growing need for public school teachers, the school was chartered by the Minnesota State Legislature, and teacher training was its primary curriculum. Bemidji Normal became Bemidji State Teachers College and began offering a four-year degree in 1921.

Reflecting ongoing changes in the curriculum, the school was renamed Bemidji State College in 1957. In 1975, in recognition of its growing role as a multipurpose educational institution, it became Bemidji State University (BSU).



Click the photo above for a video on BSU.

BSU-NTC Alignment

Since 2003, BSU has formally been aligned with a sister institution, Northwest Technical College (NTC), also located in Bemidji about three miles away. This alignment model, the first of its kind in Minnesota, has allowed the two institutions to build a partnership that positively impacts financial sustainability, constituent satisfaction, outreach, and the sharing of programs and services.

BSU now hosts more than 5,200 undergraduate and graduate students. They offer **baccalaureate degrees** in a wide range of fields, **master degrees** in the arts and sciences, and a variety of **online learning** options. Several of their degree programs and research activities are unique in the state.

While the name and curriculum have changed through the years, the primary focus has not: Bemidji State University serves the people of its region and state.

From its inception, Bemidji State's first responsibility has been to provide quality educational opportunities to the citizens of northern Minnesota. Over the decades it has attracted an increasing number of students from around the

region, the nation, and the world. Recognizing the importance of global education, the university encourages international students to study and live at BSU while also expanding opportunities for its students to study and live abroad.

The University is not only renowned for its **beautiful lakeside campus**, but also for innovative, nationally recognized programs in the Ojibwe language and exhibit design. BSU is known for its commitment to **serving American Indian communities** and **promoting environmental sustainability**, as well as unsurpassed affordability. It offers in-state or reciprocity tuition rates to *all* qualified students.



The Role

The Executive Director (ED) of University Advancement will oversee and direct the engagement and development efforts of the Bemidji State University Alumni & Foundation. These duties include: overseeing all fundraising efforts, supervising and mentoring professional staff, overseeing human resources policies and benefits, staffing the Alumni & Foundation board, and oversight of prospect research and donor management functions. Together with the Alumni & Foundation Board, the ED is responsible for developing and implementing priorities and strategies for development and fundraising as established by the Alumni & Foundation and the University. As lead development officer, the ED also carries a portfolio of major donor prospects. Travel required will be approximately 25% (regional and national). This position is located in Bemidji.

Reporting Relationships

The Executive Director for University Advancement reports directly to BSU and NTC President, Dr. Faith Hensrud. The ED also has a strong dotted-line relationship to the BSU Alumni & Foundation Board. Direct reports to the ED include staff in the areas of alumni relations, corporate and business relations, development, accounting, and administration.

Key Responsibilities

University Advancement Operations and Management

Responsible for all organizational management, operations, and leadership, to include:

- Hire, train, inspire, supervise, coach, and guide the entire Alumni & Foundation team toward accountable, goal-oriented outcomes. Work with the staff and Board committees to set annual goals and metrics. Oversee and ensure implementation of all human resources policies and procedures.
- Ensure dynamic processes in all phases of donor identification, qualification, cultivation, solicitation, and stewardship.
- Lead the team in the development of annual plans and budgets for alumni relations, annual funds (both academic and athletic), major gifts, gift planning, corporate and foundation relations, stewardship, and Alumni & Foundation-owned properties.
- Perform as a member of the President's Executive Leadership Team and Cabinet. Engage University faculty and staff in an effort to broaden the culture of philanthropy. Maintain cooperative working relationships with academic leaders, athletics, and campus departments whose cooperation is essential to effective outreach and fundraising.



Relationship Development and Fund Raising

- Serve as the lead engagement, development, and fundraising officer.
- Maintain a dynamic portfolio of high-net-worth individuals and secure major, capital, and planned gifts, as well as advanced annual gifts and endowment support.
- Oversee all alumni engagement events, programs, and activities.
- Prepare for and implement current and future campaign initiatives through comprehensive and effective campaign planning and execution.
- Oversee all marketing and communication efforts on behalf of the Alumni & Foundation, directing internal staff and collaborating with the University's Office of Communications & Marketing to manage strategic messaging and employ all appropriate communications channels for alumni engagement and donor development.

- Serve as a visible and active member of the greater campus community in advancing the interests of the Alumni & Foundation and the University.



Alumni & Foundation Board

- Provide leadership and staff support to the volunteer Board of Directors.
- Serve as the primary liaison between the Board and the University and between the Board and the Alumni & Foundation staff.
- Work with Board committees on strategic planning, development of policies and procedures, management of organizational finances and investment, and oversight of personnel and human resource issues.
- Staff key Board committees, including, but not limited to Executive Committee, Personnel and Planning/ Development.
- Work with the Executive Committee on planning and preparing for Board meetings.
- Assist in the identification, recruitment, and training of new Board members.

Performs other duties as assigned by the University president in consultation with Alumni & Foundation Board leadership.

The Ideal Candidate

Minimum Qualifications

- Bachelor's degree
- 5 or more years of experience in development and fundraising in a team environment of both professional staff and volunteers.
- 5 or more years of effective development and management experience.

Preferred Qualifications

- Master's degree preferred or equivalent education and experience.
- Certified Fundraising Executives (CFRE) preferred.

Other Preferred Qualifications

- Belief and commitment to the mission, vision, values, and goals of the University and the Alumni & Foundation.
- Strong written and verbal communications skills.
- Strong interpersonal relationship skills with the ability to work effectively as an energetic team leader of the development staff.
- Self-starter with enthusiasm and strong organizational skills.
- The ability to establish effective working relationships with internal personnel and external constituents.



- Strong computer and technological aptitude.
- Demonstrated competence in program planning and evaluation.
- Willingness to travel regionally and nationally.
- A passion for continued professional development.
- Highly energetic, ethical, and extroverted personality with strong management ability, including successful organizational and budgeting experience.
- A demonstrated commitment to diversity.
- Skilled and effective communicator with a track record of managing, supporting, and developing people.

For more information or to send your credentials, please email info@cohentaylor.com

All inquiries will remain confidential.



About Bemidji

Recently selected as Best Minnesota Town for 2017 by Minnesota Monthly, Bemidji is a popular year-round vacation destination in northern Minnesota with an area population of over 40,000. Bemidji is the first city on the Mississippi River, and it has been called one of the best small towns in America. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer on their Beavers.

Lake Bemidji: *Lake Bemijigamaa – “a lake with crossing waters”*

When they settled this area in 1750, the Ojibwe people christened the lake with a fitting name, since the Mississippi River flows in from the south and exits on the east. It is now called Lake Bemidji, and folk legends insist it was formed in Paul Bunyan’s footprint as he logged his way west. BSU professors will tell you it was simply the final result in the last stage of glaciation in Minnesota.

The lake is BSU’s inspiration and muse. It’s a laboratory for the [Aquatic Biology](#) program and a backdrop for [Studio Art](#) classes. It’s a calming presence for quiet walks and a roiling mass during the Dragon Boat Festival. With Lake Bemidji State Park sitting along its northern shore, the lake is a popular recreational and resort destination. In summer, locals and tourists gather for sailing, swimming and fishing. When winter comes and the lake freezes over, you’ll find folks bundled up for skating, hockey, curling and, yes, more fishing. All year round, we gather at the lake to enjoy its natural beauty and bounty.

Bemidji’s Town: *Small Town Soul, Modern Spirit*

Though quaint and historic, the city offers the kinds of urban conveniences students rely on. Small shops and art sculptures line downtown streets, national chains can be found in the [Paul Bunyan Mall](#) and elsewhere, and nearby restaurants and cozy coffee shops court students and townies alike. You can take in a classic show at [the community theatre](#) or visit the [science center](#) to gaze at the stars and learn how to forage for local vegetables. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.



Visit [the city’s official website](#) to learn more about Bemidji.