

## 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, DOUGHERTY FAMILY COLLEGE/SCHOOL OF EDUCATION



### **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 Opportunity

The University of St. Thomas seeks a strategic development leader to lead fundraising efforts for its leading-edge approach to changing the face of education in Minnesota and beyond. In the Dougherty Family College and School of Education, St. Thomas is taking on two of the most entrenched challenges facing higher education: the opportunity gap and the changing needs of educator training and preparation. What St. Thomas seeks is a development leader to be a part of these game-changing efforts.

### **The Dougherty Family College**

The [Dougherty Family College](#), the newest college of the University of St. Thomas, opened in the fall of 2017 on the downtown Minneapolis campus. The College is named for St. Thomas alumnus Mike Dougherty and his family. The family supports the college, because they believe in the value of a college education and “want to give motivated, hardworking students the opportunity to succeed in college so they can use their talents and support themselves in the future.”

Only one-third of adults attain a four-year college degree. The Dougherty Family College exists to help change this, particularly for those from diverse and economically disadvantaged backgrounds that have historically faced a widening opportunity gap.

The Dougherty Family College offers an associate degree designed to set you up for success, providing a smooth transition to a four-year college. This two-year college program is for promising students who want to obtain a four-year college degree and face financial, academic, and social obstacles on the way to their goal.



The College, under the leadership of [Dean Alvin Abraham](#), offers structured and intensive mentoring, a core curriculum of liberal arts classes, generous financial aid and small class sizes to prepare students to matriculate to a four-year college program after attaining their associate degree with minimal student debt.

Julie Sullivan, president of the University of St. Thomas, described the new two-year college as part of the university's mission to advance the common good. “We are determined to reduce the educational attainment gap in Minnesota and prepare students to become transformational leaders in our communities, state and nation. ... This is intended to be a pathway to develop the skills that students need to attain a four-year degree.”

*“I didn’t want to be that kind of person who lives in their mom’s basement. I’m the first Mikesell to go to college. It’s a really big deal.” – Kyle Mikesell, freshman inaugural class*





## The School of Education

With an eye on transforming teacher preparation and building strong talent pipelines for PK-12 education, the University of St. Thomas recently announced the appointment of [Dr. Kathlene Holmes Campbell](#) as the dean of the School of Education beginning June 1, 2018.

Teacher education has been a vital undergraduate and graduate area of study at St. Thomas since 1917. Today, however, well-documented educational opportunity and attainment gaps in Minnesota coupled with the changing needs of students, families and our society are calling for a new vision in preparing educators to work in early childhood, elementary and secondary education. Beginning with the 2018 academic year, St. Thomas will reimagine its approach to these important programs under Dr. Campbell leading the newly constituted School of Education.

“Dr. Campbell will bring a collaborative and community-based focus to the complex problems in our PK-12 education system,” shared St. Thomas Executive Vice President and Provost Richard Plumb, PhD. He continued, “If we are to make an impact on the unacceptable achievement and prosperity gaps in Minnesota, we must focus on research-based, residency, and practical teacher preparation and educational leadership programs. Dean Campbell will lead our transformation at the School of Education – including improvements to the teacher candidate curriculum, partnerships with our local Catholic schools and local school districts, and fully embracing the teacher residency model — all with a goal of positioning St. Thomas as a national leader in teacher preparation.”

## The Role

The Director of Development, Dougherty Family College and School of Education, reports to the Associate Vice President of Development, in close cooperation with the Deans of the College and School, and is a member of the University Development and Alumni Relations team. The Director of Development advances relationships between prospective donors and the Dougherty Family College and School of Education for the purpose of securing major gift commitments (\$50,000 or more). The Director of Development directs and coordinates fundraising efforts for the College and School and manages institution-wide fundraising activities within these units. S/he works to identify and cultivate sources of funding by planning and implementing short, medium and long-term fundraising strategies and programs to meet the current and future needs of the Dougherty Family College and the School of Education. This position is physically located within one of the two units at the Minneapolis campus.

The Director of Development will be responsible for the following:

### Portfolio Management

- Develop and oversee a comprehensive major gifts program for the Dougherty Family College and the School of Education by managing a portfolio of qualified, major gift level prospects associated with these units; facilitate active relationships for assigned prospects with DFC and Education 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, college/school, and team gift goals set annually; demonstrate ability to advance prospect relationships; work closely with research analyst to evaluate and prioritize donor prospects; develop strategies to generate increased levels of giving for Dougherty Family College and the School of Education.
- Work closely with the Deans to involve and engage in relationship management and cultivation and solicitation of prospects. Coordinate and facilitate the Deans’ fundraising efforts to ensure good communication, partnership and follow-through with the prospective donor.
- Develop a deep working knowledge of the Dougherty Family College and the School of Education, including their teaching, research and community engagement efforts. Understand and support

their vision and aspirations; define and articulate a compelling and unique case for support of the College and School that positions them for fundraising success

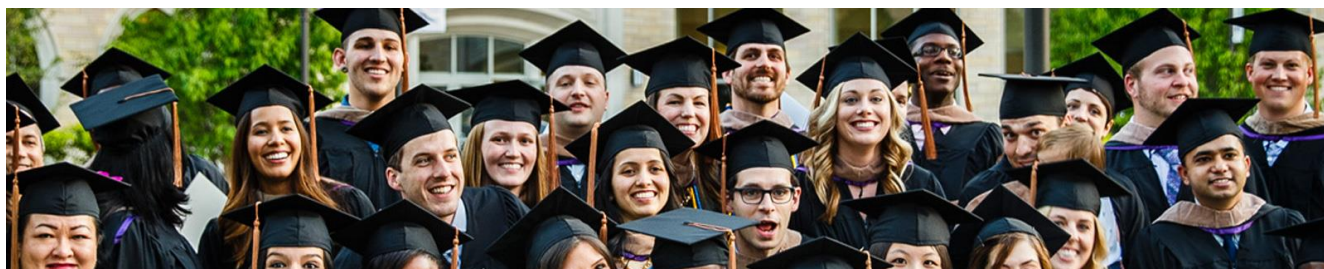
- In consultation with the Deans and Associate Vice President for Development, develop a multi-year strategic fundraising plan including specific fundraising, prospect development and programmatic goals with an emphasis on achieving established standards and metrics for the position.

### Development Partnerships

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

### Reporting and Data Management

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



## The Ideal Candidate

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

**General Experience/Qualifications:** Bachelor's degree and five years of development experience, including major gift solicitation experience. Knowledge of higher education and the liberal arts, an understanding of the issues facing underrepresented students, and familiarity with the characteristics of a comprehensive university are a plus. Any equivalent combinations of education and experience from which comparable knowledge and skills have been acquired may be substituted.

**Administrative Skills:** Able to conduct research, gather data, analyze information, prepare effective, accurate, strategic and timely reports and other documents to support development objectives; Knowledgeable about administrative principles and practices, such as goal setting, prospect management, strategic engagement, implementation and evaluation; ethics related to philanthropy, appropriate relationships with donors and the donor bill of rights; standard office practices and procedures, including filing and the operation of standard office equipment; record keeping principles and practices.



**Fundraising Acumen:** Demonstrated ability to solicit and close major (\$50,000+) gifts. Experience securing major gifts from individuals; planning and implementing strategies for moving donors from identification to solicitation; interacts effectively with academic leadership, faculty, prospects, donors, and volunteers in a wide range of roles.

**Style:** Able to foster effective collaborative working relationships within a team environment; results orientation; creativity; flexibility; ability to communicate and work effectively within a diverse community.

**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:** Strong organizational skills, interpersonal skills, and emotional intelligence, as well as sound judgment and ethical behavior; can communicate effectively both verbally and in writing; can present effectively to small and large groups.

**External Presence:** Can work with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone; principles and techniques of preparing effective written materials. This position must have discretion in interactions with donors, prospects, volunteers, and others.

## About 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](#).

**For more information, please inquire at [info@cohentaylor.com](mailto:info@cohentaylor.com)  
All inquiries will remain confidential.**

