



# Hilbert College

5200 South Park Avenue ♦ Hamburg, New York 14075 ♦

## VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

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Hilbert College, located in suburban Hamburg, N.Y., and minutes from Buffalo, is a private four-year college founded in 1957 in the Catholic Franciscan tradition. Hilbert invites applications for the position of Vice President for Institutional Advancement. The Vice President will work closely with a visionary President, experienced leadership team, growing advancement staff, and a Board of Trustees committed to ensuring that Hilbert College has sufficient resources to carry out its mission and pursue its vision with distinction.

Reporting to the President and serving as a member of the President's Administrative Council, the Vice President for Institutional Advancement provides leadership and direction for Hilbert College's advancement program. It is expected that the Vice President will be an engaging and effective mentor to the Advancement staff. Major gift development will constitute more than half of the Vice President's time and require strong working relationships with the President and Trustees. The Vice President has the opportunity to implement a robust prospect management program that will serve Hilbert College well for decades to come.

### The successful applicant will have:

- Bachelor's degree, advanced degree is preferred
- Significant record of progressive fundraising experience with increasing levels of responsibility and proven record of success executing cultivation and solicitation strategies
- Three years of experience managing staff in accomplishing goals
- Knowledge in all areas of institutional advancement
- Aptitude for mentoring staff
- Persuasive oral and written communication skills
- A track record of personal integrity

After a review of the full position description, found at [www.hilbert.edu/about-hilbert/human-resources/jobs](http://www.hilbert.edu/about-hilbert/human-resources/jobs), send a letter of application, résumé or curriculum vita, and the names and contact information of five (5) persons who could serve as references to the search consultant, Dr. Chad J. Jolly, at [CJolly@GonserGerber.com](mailto:CJolly@GonserGerber.com). Review of applications will begin immediately and continue until the position is filled.

*Hilbert College is an Equal Opportunity Employer*