

## Vice President of Advancement

**The Position:** Tabor College invites applications and nominations for the position of Vice President of Advancement. The Vice President of Advancement is responsible for fundraising, alumni relations, public relations, planned giving, communications, and church relations. He or she reports directly to the President of the college and is responsible for the external constituency relations of the college. The VP of Advancement serves on the Executive Team.

**The Institution:** Tabor College is a four-year Christian liberal arts college with residential and online undergraduate and graduate programs located in Hillsboro, KS. The mission of Tabor College is “to prepare people for a life of learning, work, and service for Christ and His kingdom.” Tabor’s vision is “to be the college of choice for those who want an academically excellent, life transforming, globally relevant, and decidedly Christian education.” Tabor College is committed to equipping our students for “Kingdom awareness. Real world readiness.” Tabor College is a member of the Council of Christian Colleges and Universities (CCCU), Kansas Collegiate Athletic Conference (KCAC), National Association of Intercollegiate Athletics (NAIA), Kansas Independent Colleges Association (KICA), and is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

**Advancement Mission:** To advance the mission of Tabor College by mobilizing resources through: 1) modeling and encouraging biblical stewardship; 2) effective communication; 3) building meaningful relationships; and 4) providing opportunities for investment in Kingdom ministry at Tabor.

**Qualifications:** The ideal candidate will possess the following characteristics relative to leadership, management, theological commitment, and experience:

### 1. Leadership

- Support the vision and mission of the college.
- Foster a comprehensive and inspiring vision for advancing the college.
- Serve as the advancement voice on the executive team.
- Provide creative and innovative leadership for the advancement department.
- Plan, organize and implement resource development activities.
- Give primary leadership to capital campaigns.
- Cultivate relationships with external stakeholders.

### 2. Management:

- Work cooperatively with the president of the college.
- Provide staff support to the Advancement Committee of the Board of Directors as requested.
- Work cooperatively with advancement consultant making arrangements and managing the relationship between the college and the consultant.
- Supervise and participate in all fundraising strategies and activities including annual fund, major donors, campaigns, planned giving, foundations, phone-a-thon, and special projects.
- Collaboratively set clear goals with the advancement team.
- Foster a healthy relationship with the MB Foundation.
- Monitor and report the progress of advancement activities.
- Facilitate public relations and communications of the college.

- Supervise alumni events and regional chapters.
  - Develop a cohesive advancement team.
  - Provide oversight to Tabor Society and Vision Keepers.
  - Cultivate external relationships of the college.
3. Theological Commitment:
- Have a passionate commitment to Jesus Christ
  - Embrace core Evangelical/ Anabaptist convictions
  - Be committed to the local church, as evidenced by membership and regular attendance
  - Understand and support the college's Evangelical/ Anabaptist heritage
4. Experience:
- Bachelor's degree required. Masters degree preferred.
  - Have experience in fundraising and capital campaigns.
  - Have executive level leadership experience.
5. Personal Performance Expectations:
- In addition to the above mentioned responsibilities, the VP of Advancement is expected to do the following:
- To focus their time in the following way:
    1. Constituency relations - 20%
    2. Public Relations - 20%
    3. Fund Raising - 40%
    4. Administration - 20%
  - To manage a portfolio of donor prospects of approximately 125 to 150 and visit with them yearly.
  - To make 25-30 face to face visits each month. Visits will be classified as research, romance, request, recruit, recognition, and report.
  - To maintain effective correspondence with all persons contacted.
  - To attend appropriate staff meetings.
  - To meet weekly with President.
  - To submit contact reports and a weekly activity and planning report.
  - To utilize training and mentoring opportunities provided by the The Timothy Group.

**Application Process:** Send a cover letter detailing your experience as it matches the position criteria above and a current vita to MIsty Kahrs, VP of Advancement Selection Committee, Tabor College, 400 S. Jefferson, Hillsboro, KS 67063, or email to [mistys@tabor.edu](mailto:mistys@tabor.edu).