

Position Description

Position Title: Vice President of Development
Reports to: President
Status: Full Time, Exempt
Called Position: Yes
Revised: January 2025

Position Summary:

The Vice President of Development is responsible for leading and managing Wisconsin Lutheran College's (WLC) development program, focusing on fundraising and fostering relationships with alumni, churches, and the broader community. Reporting directly to the President and serving on both the Development Committee of the Board and the President's Cabinet, this role ensures that the development initiatives align with WLC's mission, vision, and budget. This position calls for a highly organized, mission-driven individual with a strong track record in development leadership and a passion for fostering relationships that support the growth of WLC.

PRIMARY RESPONSIBILITIES

Fundraising Strategy:

- Develop a cycle of five-year campaign planning closely linked to WLC's strategic plan.
- Collaborate with the President, WLC Cabinet, and Board of Regents to execute current and future fundraising campaigns.
- Work closely with the Board through its Development Committee and by providing support for individual board members who are assigned to major gift prospects for the purpose of cultivation and solicitation.
- Manage and lead the college's moves management process of cultivating and stewarding donors.

Planning and Management:

- Maintain and update a five-year development plan ensuring it reflects the College's needs and objectives.
- Prepare an annual development plan in partnership with development staff by outlining specific goals, action steps, and a budget for the upcoming year.
- Work closely with management of other departments within WLC to promote awareness and understanding of the College and secure appropriate funding for ongoing programs, capital projects, and the endowment.

Donor Relations:

- Identify, cultivate, solicit, and manage major gifts from a pool of prospects.
- Develop and execute focused strategies to build and foster relationships with local businesses and philanthropic communities, particularly in Milwaukee and surrounding areas.
- Support the development efforts across various departments at WLC, helping secure funding for academic programs, athletics, fine arts, and other special projects.

Leadership and Staff Development:

- Establish policies and procedures for the development program ensuring consistency and alignment with WLC's goals.
- Manage the development staff by setting clear goals and providing coaching and support to ensure success.

Community Engagement:

- Represent WLC at various community, church, and donor events to build visibility and relationships.
- Promote awareness of the College's programs and projects to secure funding and support.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree required; master's degree preferred.
- Minimum of ten years of broad-based experience in leadership positions within development operations and/or a related field (e.g., sales, financial services) preferred.
- Experience in successful fundraising campaigns for ministry or nonprofit causes is strongly preferred.

Knowledge, Skills, and Abilities:

- Must be a member in good standing of a WELS/ELS congregation and demonstrate a commitment to the doctrinal positions of the church.
- Hold a deep passion for Christian development and helping people discover the joy of giving to support ministry and the mission of the College.
- Willingness to develop an understanding of higher education.
- Ability to manage multiple tasks simultaneously and set clear expectations for the development team such as tracking visits and asks per week. Must report activities regularly to the President.
- Proven success in a goal-driven environment, demonstrating the ability to meet or exceed fundraising and engagement targets.
- Must exercise a high degree of discretion and sound judgment when handling sensitive information or making decisions.
- Ability to work effectively and collaboratively with the President, Board, President's Cabinet, and stakeholders to execute a successful development program.
- Must be articulate and have excellent writing, verbal, and computer skills. Strong interpersonal communication skills are essential for building relationships with donors, staff, and other stakeholders.
- Must be willing and able to travel to build relationships and solicit philanthropic support for WLC. A valid, unrestricted driver's license is required.
- Strong understanding of the philanthropic landscape, particularly within the Milwaukee area, to effectively engage with local businesses and communities.
- Ability to inspire and lead a development team by providing direction, guidance, and coaching to ensure success.
- Hold a strong commitment to the values and mission of Wisconsin Lutheran College with a deep desire to support its growth and success.

Physical Requirements

- Visual acuity to read information from computer screens, forms, and other printed materials and information.
- Able to speak (enunciate) clearly in conversation and general communication.
- Hearing ability for verbal communication/conversation/responses via telephone, telephone systems, and face-to-face interactions.
- Manual dexterity for typing, writing, standing and reaching, flexibility, body movement for bending, crouching, walking, kneeling, and prolonged sitting.
- Lifting and moving objects and equipment up to 10 lbs.

As is expected of all employees, this position requires the incumbent to perform his/her job responsibilities in a manner consistent with the overall mission and core values of Wisconsin Lutheran College, as defined through its affiliation with the Wisconsin Evangelical Lutheran Synod (WELS).

To submit your nomination for this position:

Nominations or inquiries should be directed to human.resources@wlc.edu. All nominations should include a letter of nomination and a CV/Resume. Nominations will be reviewed in strict confidence by the Director of Human Resources, VP of Culture and Engagement, and the President. Nominees will be contacted if additional information is needed. In lieu of email access, please direct inquiries regarding the nomination process to Rachelle Nolte at 414.443.8601.

Initial deadline for nominations: January 31, 2025.