Manhattanville College seeks a highly accomplished and dynamic advancement professional with proven leadership ability to serve as Vice President for Institutional Advancement and take the College’s Institutional Advancement program through its next phase of development.
Vice President for Institutional Advancement

The Opportunity
Manhattanville College seeks a highly accomplished and dynamic advancement professional with proven leadership ability to serve as Vice President for Institutional Advancement and take the College’s Institutional Advancement program through its next phase of development.

The Vice President for Institutional Advancement reports directly to President Michael Geisler and serves as a member of his Cabinet. This position is responsible for designing and implementing comprehensive institutional advancement programs, including major gifts, annual fund, corporate and foundation relations, alumni and constituent relations efforts, and capital and endowment campaigns. The Vice President will work closely with the Institutional Advancement division to set priorities and devise strategies for College-wide objectives.

Manhattanville College is an independent liberal arts institution dedicated to academic excellence, purposeful education, and social justice. Located 30 miles from New York City on a 100-acre suburban campus in the heart of Westchester County, NY, Manhattanville enables easy access to extensive entertainment offerings, educational resources, and business opportunities for its primarily residential and diverse student body. The College serves more than 1,500 undergraduate students and close to 1,000 graduate students from more than 44 countries and 33 states. Founded in 1841, the College offers more than 90 undergraduate and graduate areas of study in the arts and sciences, education, business, and creative writing, as well as continuing and executive education programs. Graduate students can choose from more than 75 graduate and certificate programs as well as a doctorate in educational leadership. Extracurricular offerings include more than 45 clubs and 20 NCAA Division III teams.

Institutional Advancement
The Vice President for Institutional Advancement reports to the President and serves as a member of the President’s Cabinet. As a member of the leadership team, the Vice President for Institutional Advancement contributes expertise to campus-wide initiatives.

The Vice President of Institutional Advancement oversees a team of 7 responsible for the following functional areas: Development, Alumni Relations, and Advancement Services.

Development
Development oversees the identification, cultivation and solicitation of private support for Manhattanville including annual fund, leadership and major gifts, corporate and foundation grants, planned/deferred gifts, and endowment.

In FY 2019, Manhattanville College secured over $1,463,559 in philanthropic support from 1,142 alumni donors: $875,014 in unrestricted (current use) funds, $283,569 in restricted (current use) funds, and $304,727 in endowment (restricted) funds. The College’s endowment is valued at over $31.2 million.
Alumni Relations
Manhattanville College has approximately 21,000 contactable alumni (13,000 of whom have earned undergraduate degrees). Half of these alumni live within 50 miles of the College. Three-fourths of the alumni reside in the tristate area (NY, CT and NJ). Alumni participation in annual giving is 9.5 percent, providing the opportunity to increase alumni support with enhanced engagement initiatives. The Alumni Association Board of Directors works on alumni engagement initiatives and develops new alumni programs each year. Class Chairs work with the Office of Alumni Relations as representatives for Reunions and class initiatives. The Manhattanville Young Alumni Society works with the Office of Alumni Relations to engage young alumni. Chairs help to plan and promote events to connect alumni with each other.

Advancement Services
Advancement Services manages all alumni, donor and gift records and transactions, and oversees data use and integrity. The College uses Raiser’s Edge, iModules (alumni management software), and the Reeher platform.

The Institutional Advancement budget is approximately $495,000 exclusive of salaries.
Opportunities for Leadership

Foster a Strong and Sustainable Culture of Philanthropy
The Vice President for Institutional Advancement will have the opportunity to frame and build a culture of philanthropy that recognizes Manhattanville’s rich history and embraces its exciting future. The Vice President will foster a fundraising environment that is integrated across campus, empowers all Manhattanville community members with knowledge of the philanthropy process and the role each Valiant can play, and is collaborative, authentic and transparent.

Develop and Implement Goals and a Strategic Plan for Institutional Advancement
The Vice President for Institutional Advancement will develop goals for Institutional Advancement that align with the College’s strategic priorities and objectives and implement a strategic plan to achieve those goals.

Build a Broader Base of Philanthropic Support
The Vice President for Institutional Advancement will build a broader base of support for the College with expansion of robust major gifts, corporate and foundation relations, and planned giving programs, as well as the implementation of a parents’ program. The Vice President will lead efforts to expand the College’s philanthropic revenue by implementing plans for the strategic identification, cultivation and solicitation of both alumni and non-affiliated prospects, including community members and others (individuals and institutions) who may be motivated to invest in the College because of its mission, important programs, community impact, or other reasons.

Strengthen Collaboration with Academic Enterprise
The Vice President for Institutional Advancement will engage with and strengthen Institutional Advancement’s collaboration with Manhattanville’s Provost, deans, department chairs, and faculty and embrace them as partners in fundraising. This position will build a partnership between Institutional Advancement and the academic enterprise that provides structure for robust fundraising collaboration and coordination, facilitates communication and, as appropriate, professional development for faculty interested in being more extensively involved in advancement work.

Build and Empower Alumni Connections and Commitment to Manhattanville College
The Vice President for Institutional Advancement will prioritize the strengthening of alumni relations to support an inclusive, forward-looking, and sustainable advancement program and build longer term connections and commitments to Manhattanville. The Vice President will implement initiatives to increase alumni engagement through enhanced programming and other activities that recognize and celebrate Manhattanville’s storied history as a Catholic women’s college and its transition to the Manhattanville College of today, an important NY-region, co-ed institution with masters and doctoral programs.

Partner with Manhattanville College Board of Trustees
The Vice President for Institutional Advancement will work closely with the Manhattanville Board to advance philanthropic support for the college. This position will help to foster the strategic development of the Board, including insuring that members have an optimal mix of skills and attributes, to more effectively participate in the fundraising mission of the College.
Serve as a Highly Engaged Member of the President’s Cabinet
The Vice President for Institutional Advancement will serve as a collaborative and highly engaged member of the President’s Cabinet and have the opportunity to work closely with the other Cabinet members to provide advice and counsel to the President, develop and implement college-wide initiatives, and manage the operations of the college.

Provide Vision and Experienced Leadership for the Institutional Advancement Team
The Vice President for Institutional Advancement will provide aspirational and effective leadership for the Institutional Advancement team with a collaborative, collegial and open leadership style. The Vice President will inspire the team to grow professionally and embrace nationally recognized best practices and excellence in performance. This position will be an advocate of data, analytics and advancement information technology to support a sophisticated Institutional Advancement infrastructure and operation.

Forge a Powerful Partnership with Marketing and Communications
The Vice President for Institutional Advancement will partner with Marketing and Communications to foster a powerful marketing-fundraising partnership and develop donor-centric messaging and effective marketing and communications strategies that drive philanthropic revenue.

Responsibilities

The responsibilities of the Vice President for Institutional Advancement are to:

- Serve as a member of the President’s Cabinet and maintain close working relationships with members of the Board of Trustees and key alumni/friends.
- Participate in strategic discussions and develop programs to strengthen the financial resources of the College.
- Guide and support the President as chief spokesperson and fundraiser, serving as a coach, mentor and co-strategist on cultivating and soliciting transformative gifts. Similarly guide and support Trustees, senior staff and other volunteers in development and marketing activities.
- Analyze the Board’s giving patterns and encourage their personal participation in philanthropy. Personally identify, cultivate, solicit and steward a portfolio of major and principal gift prospects.
- Provide support to the Governing and Nominating Committee of the Board of Trustees, particularly in the identification, cultivation and recruitment of potential Board members.
- Responsible for direct oversight and strategic leadership of the following areas: Development and Alumni Relations.
- Oversee the Directors of Annual Giving, Alumni Relations, Corporate and Foundations Relations, and Advancement Services within the Office of Institutional Advancement.
- Develop and maximize the fundraising potential of the College; create a sophisticated fundraising strategy that will result in short-term gains as well as sustainable long-term growth in unrestricted, restricted and endowment funds. Capitalize on the College’s strengths and assets.
- Provide guidance and evaluate strategy to secure increased alumni participation in the Annual Fund.
Deepen and maintain relationships with existing donors, and launch a systematic initiative to identify and develop major gifts prospects from a broader constituency of individuals – including parents and friends – foundations, and corporations capable of making major gifts.

Augment the functions of major, annual gifts, and corporate and foundation gifts, alumni relations, donor stewardship and prospect research; create a formal planned giving program.

Provide guidance to the Alumni Relations staff in developing activities and priorities of the College’s Alumni Association.

Oversee the Director of Advancement Services and Prospect Research to ensure database is well maintained and accurate and that gifts are recorded in compliance with donor stipulations and to generate comprehensive reporting to analyze all Advancement programs, including all fundraising initiatives and alumni engagement.

Provide analysis of giving trends and work collaboratively on forecasting.

Responsible for financial management of budgets for alumni relations and development activities including product design, direct mail, stewardship, reunions, special events, alumni programs and special fund raising campaigns.

Assess current staff strengths and recruit new staff as necessary, building a high-quality, diverse team. Provide professional development opportunities as appropriate.

Maintain a leadership style that is open and fluid, which empowers staff through active communication and delegation. Manage expectations and resources to ensure that overall fundraising and alumni relations activities are challenging and realistic.

Foster an environment that rewards new ideas and risk taking, builds confidence, encourages teamwork and actively promotes diversity.

Benchmark Manhattanville College’s advancement function against peer and aspirant institutions, striving to continually improve and extend relationships with all constituencies.

Cultivate strong working relationships with administrators, faculty and staff across the College. Ensure that College Advancement is seen as a collaborative, responsive partner able to professionally address both opportunities and concerns.

Work closely with communications, marketing and public relations teams to ensure that internal and external communications incorporate appropriate and consistent development and alumni relations messages; ensure that advancement related messages are aligned with the key messages of the College.

Other duties as may be assigned by the President.

Qualifications

Bachelor’s degree (advanced degree preferred)
Minimum of six to eight years progressive experience in alumni relations and/or fundraising and familiarity with principles and practices of annual giving as well as demonstrated track record of fund raising success.
Demonstrated ability to identify and cultivate major donors and philanthropic interests.
Experience with identifying nontraditional donor constituencies or foundation support preferred.
Superior strategic skills with a strong grasp of industry best practices and a holistic understanding of all aspects of fundraising, alumni relations, stewardship, volunteer leadership and donor relations.
Willingness to travel.
• Familiarity with available industry-standard software required. Advanced knowledge of Raiser’s Edge and Excel spreadsheets as well as accounting and other industry-standard software preferred.
• Excellent writing, communication and organizational skills.
• A consensus builder who enjoys cross-departmental collaboration. Able to create excitement and energy around Manhattanville College’s mission and encourage others to support the college.
• Demonstrated ability to work with colleagues, volunteers, parents, and friends of higher education and comfortable in making a gift appeal in person, on the telephone, and in writing is required.
• Must be capable of working with sensitive information with complete confidentiality.
• Experience in preparing and managing operating budgets.
• Must be flexible with work schedule and available to work weekends and evenings when necessary.
• Ability to represent Institutional Advancement Office and Manhattanville College Professionally.
• Strong personal integrity and work ethic.
About Manhattanville College

History Highlights
In March of 1917, 76 years after its founding as the Academy of the Sacred Heart, a Catholic boarding school for girls, Manhattanville was chartered as a college by the New York State Board of Regents, empowering it to grant both undergraduate and graduate degrees. In September 1952, the college moved to Purchase to the former estate of Whitelaw Reid, publisher of the New York Herald Tribune and Ambassador to England.

Fully co-educational since 1971, Manhattanville’s original vision lives on in the tradition of service begun by the Society of the Sacred Heart, extending from the students to the global community. During the Depression and World War II, President Grace Cowardin Dammann, RSCJ instilled in Manhattanville’s students a keen awareness of social problems by encouraging them to spend one day a week working with children at the Barat Settlement in the Bowery and at Casita Maria in East Harlem. Mother Dammann’s widely published speech, Principles vs. Prejudice, inspired other colleges to break down racial barriers. The long tradition of the school, which preceded the college charter, determined the character Manhattanville would have: a firm belief in the liberalizing effect of the liberal arts, a lively sense of tradition, a wide-ranging interest in the most humane manifestations of the human spirit, and a continuing effort to enhance the local community and to accept responsibility for this segment of human history.

Mission
The mission of Manhattanville College is to educate students to be ethical and socially-responsible leaders in a global community. We are committed to:

- Ensuring the intellectual, ethical and social development of each student within a community of engaged scholars and teachers.
- Encouraging each student to develop as an independent and creative thinker in pursuing career and personal goals.
- Providing a diverse, inclusive and nurturing environment which develops in each student a commitment to service and leadership within a global community.

Academics
Manhattanville’s undergraduate programs combine the intellectual strengths and passions of a liberal arts education with hands-on, real-world experiences, enabling students to succeed in dynamic and exciting careers. The College, which is fully accredited by the Middle States Commission on Higher Education, offers more than 50 undergraduate areas of study, along with master’s degrees, accelerated bachelor’s degrees, and professional certificates. Manhattanville has three schools:

The School of Arts and Sciences centers on a strong liberal arts curriculum that reflects the current needs of students, society, and the job market. Undergraduates can choose from 45 majors and minors, while graduate students can explore our offering of 75 graduate degrees and advanced certificates.

The School of Professional Studies’ continuously evolving, industry-driven curriculum offers five programs leading to a master of science degree in business leadership, finance, human resource management, marketing communication management, and sport business and entertainment management, in addition to advanced certificates, adult accelerated degree programs, and dual B.S./M.S. degree options. The Post Baccalaureate Pre-Health program is geared toward students
interested in applying to graduate or professional preparation in the health sciences, particularly in the fields of medicine, dentistry, physical therapy, and optometry.

Manhattanville College School of Education prepares preK-12 teachers and administrators, higher education and community leaders, and education entrepreneurs, most of whom work in the tristate area. Having celebrated its 50th anniversary in 2015, the School of Education offers a variety of degrees and programs including bachelor of arts, master of education, master of professional studies, doctor of education, professional diplomas, and certificates of advanced study. The School of Education also offers dual degree programs for undergraduate students to complete bachelor’s degree and master’s degree programs in education in 5½ years, as well as an accelerated graduate program, Jump Start, which prepares primarily career changers to teach in New York City. Students may also obtain provisional New York State Teaching Certification at both the undergraduate and graduate levels. Other graduate programs include the Master of Fine Arts in Creative Writing, housed under the School of Education. In the Fall of 2019, the College opened a Center for Design Thinking on campus which offers curricular and co-curricular activities grounded in the Design Thinking process. The College is preparing to launch a School of Nursing and Health Sciences.

Faculty
Manhattanville College’s 114 full-time faculty are deeply committed to the College and focused on its students, providing exceptional teaching, mentoring, and personal attention. A 10:1 student-faculty ratio allows for a strong and interactive learning culture.

Students
Manhattanville serves approximately 1,500 undergraduate students from more than 44 countries and 33 U.S. States and an additional 1,000 graduate students. 61 percent of Manhattanville’s students are residential and live on campus. 89 percent of the Class of 2018 are employed or in graduate school.

The Manhattanville College student body is diverse and inclusive. Over 25 percent of students identify as Hispanic and 10 percent as African-American. Approximately 40 percent of students are the first in their family to attend a college or university.

Athletics
Manhattanville College competes in 20 varsity sports in Division III of the NCAA. Men’s sports include baseball, basketball, cross country, golf, ice hockey, lacrosse, soccer, tennis, and track and field. Women’s sports include basketball, cross country, field hockey, golf, ice hockey, lacrosse, soccer, softball, tennis, track and field, and volleyball. Manhattanville has a rich history of athletic success at both the team and individual levels, boasting over 100 collective regular-season and conference tournament championships and 42 NCAA Tournament appearances.
Leadership

Dr. Michael Geisler became Manhattanville College’s 13th president in October 2016. With Dr. Geisler’s visionary leadership, the College looks to affirm Manhattanville as an institution of new ideas and a hub of intellectual conversation.

Before coming to Manhattanville, Dr. Geisler served as Vice President for Risk and Compliance, Professor of German, and former Vice President for the Language Schools, Schools Abroad, and Graduate Programs at Middlebury College. During his more than 20-year career at Middlebury, he held a number of significant leadership roles devoted to strengthening, integrating, and expanding Middlebury’s brand, programs, and enrollment in the U.S. and abroad. He was responsible for college-wide planning, management, and oversight for risk management and compliance matters.

During his time as Vice President for Language Schools, Schools Abroad, and Graduate Programs, Dr. Geisler also served as the C.V. Starr Professor in Linguistics and Languages. He is credited with establishing two new Language Schools in Hebrew and Korean, graduate programs in Arabic, Chinese, and Hebrew, and 22 new sites for Middlebury’s C.V. Starr Schools abroad. Under his leadership, the Middlebury Bread Loaf Writers’ Conference, led by director and award-winning poet Michael Collier, launched two major new writers’ conferences, one focusing on environmental writing and one on translation, in addition to a site abroad in Erice, Sicily. Geisler is also responsible for the successful launch of a very different summer immersion program, Middlebury’s School of the Environment.

Before Middlebury, Dr. Geisler taught at Guilford College and Massachusetts Institute of Technology. Dr. Geisler received the German Abitur, the Staatsexamen (equivalent to the M.A.) in English and German from the University of Mannheim, and a Ph.D. in German literature from the University of Pittsburgh.
Strategic Plan
Manhattanville College recognizes the critical importance of strategic direction and a plan that informs and guides the institution’s goals, action plans, and resource allocation. The Manhattanville Strategic Plan 2017-2020: Building Bridges. Making Connections. Reaching Destinations outlines key initiatives and goals that will further the mission of the College in ways that:

- leverage the past by celebrating the rich history of the College and its roots in premier education and social justice;
- acknowledge the present by remaining cognizant of the needs of every member of the community; and
- anticipate the future so as to be able to prepare our students to succeed both personally and professionally, and continue to have a positive impact on those around them.

Budget
Manhattanville College’s operating budget is approximately $61 million. Strong fiscal stewardship has ensured a stable financial position for the College.

Purchase and Westchester County
Purchase is a hamlet in the town of Harrison, NY in Westchester County with approximately 5,400 residents. The area blends residences, educational institutions, and corporations, including Mastercard, Pepsi, Atlas Air, and Central National-Gottesman headquarters, and is known as a nexus for power brokers and celebrities.

Westchester County, located in the heart of the historic Hudson Valley, covers 500 square miles and has a population of just under a million. The County is a blend of six bustling cities, 20 quaint villages and 19 picturesque towns, as well as open spaces and a network of beautiful parks. Westchester County is known for top-notch public schools and a high quality of life. The County is also an intellectual capital, boasting a highly educated workforce, competitive colleges and universities, Fortune 500 companies, world changing non-profits, and cutting-edge research centers.

Manhattanville College is easily accessible from New York City from Grand Central Terminal via Metro North Railroad’s Harlem Division line to White Plains. The College is also easily accessible from all New York City area airports: Westchester County Airport, Kennedy International Airport, LaGuardia Airport, and Newark International Airport.
Applications and Nominations
The Vice President for Institutional Advancement Search Committee will begin review of applications immediately and continue to work until an appointment is made. For full consideration, application materials should be received by December 31, 2019, and include a letter of interest, resume, and the names, email addresses and phone numbers of five professional references (references will not be contacted without the prior knowledge and approval of applicants). Application materials should be sent electronically (Adobe PDF or Microsoft Word) to:

AGB Search is assisting Manhattanville College with this important search. Please direct application materials and inquiries to the following consultants:

Kimberly Templeton, Principal
kimberly.templeton@agbsearch.com
O: (202) 776.0820 C: (540) 761.9494

Jim Lanier, Executive Search Consultant
james.lanier@agbsearch.com
C: 202.580.5194

Manhattanville College adheres to all federal, state, and local civil rights law banning discrimination in higher education institutions. The College prohibits discrimination and harassment against any employee, applicant for employment, volunteer, student, or applicant for admission on the basis of age, race, creed, color, religion, national origin, alienage or citizenship status, ethnicity, sexual orientation, military status, sex, gender, disability, predisposing genetic characteristics, criminal conviction, marital status, familial status, domestic violence victim status, gender identity, transgender status, or gender dysphoria.