

ORGANIZATION: Culinary Institute of America
POSITION: Vice President - Advancement
REPORTS TO: President
LOCATION: Hyde Park, NY
INFORMATION: [Website](#)
TO APPLY: Please send cover letter and resume as one PDF to CIAVPA@pbrsearch.com with title format "Last Name First Name – Letter Resume."

BACKGROUND

The Culinary Institute of America (CIA) has been setting the standard for excellence in professional culinary education since its founding in 1946. With campuses in [New York](#), [California](#), and [Texas](#), and an additional location in [Singapore](#), CIA offers [master's, bachelor's, and associate degrees](#); certificate programs; and courses for professionals and enthusiasts. In addition, CIA's conferences and consulting services have made the institution *the* think tank of the food industry.

POSITION

The Vice President of Advancement leads CIA's fundraising efforts, including sponsorship activities for its industry programs and in-kind donations. As the college's chief fundraiser, the Vice President works collaboratively with all members of the President's Cabinet to support the short- and long-term financial goals of the CIA, ensuring the College's student enrollment and experience is supported by solid fundraising efforts.

The Vice President of Advancement will lead the planning and implementation of all development, alumni relations, and related programs and will oversee a full-time staff of 21. They will be responsible for achieving annual targets in gifts and sponsorships exceeding \$15M and will guide important capital fundraising efforts.

RESPONSIBILITIES

- Develop and implement a strategic vision for the CIA's fundraising program that aligns with and advances the overall mission and priorities of the College. Act as an effective steward, strategist, operator, and catalyst.
- As a member of the President's Cabinet, engage on key issues of importance to the college, promoting an effective, efficient, and transparent advancement and business development environment.
- Lead the structure, strategy, and functioning protocols for all campuses across all revenue streams; direct employee, operational and fiscal functions of the Advancement Division.
- Lead and coordinate the College's capital and major gifts fundraising efforts and alumni affairs. Manage a portfolio of lead prospects and work closely with the President on his portfolio of prospects. Lead the Advancement team's prospecting strategies and foster close relationships with Institute alumni and others to increase philanthropic revenue and build ever-increasing positive public awareness.
- Assist the President in supporting the Board of Trustees and Fellows, and identify, recruit, train, and support volunteer leadership involved in fundraising activities. Ensure volunteers have the tools, training, and support that they need to be confident and effective in their fundraising activities.
- In partnership with the Vice President of Marketing and Communications, manage the development of promotional materials, press releases, and other collateral, and collaborate with fellow Cabinet Members to identify and develop key strategies that drive the CIA's current marketing efforts. In addition, oversee the *Mise en Place* Newsletter (for alumni), *The Corporate Connection* (focused on the college's industry donors), and the *Society of Fellows* Newsletter, and provide content input to the college's consumer newsletters, and its weekly employee communication, *The Dispatch du Jour*.
- Oversee the transformation of the college's customer relations management (CRM) software practices across all areas of external engagement. Lead cross-functional and divisional CRM strategy in coordination

with the Vice President of Strategic Initiatives and Branch Campuses, the Provost's Office, and others throughout the college.

- Supervise the advancement team to deliver best-in-class development and sponsorship services for the College. Oversee staff performance evaluations, development, retention, recruitment, and succession planning.
- Direct departmental strategic planning, advance effectiveness for all divisional operations, and monitor market trends, competitor initiatives, and advancement best practices to inform planning.
- Ensure branch campuses are appropriately resourced and supported to achieve fundraising objectives. Direct collaborations to improve processes as required.
- Prepare an annual department budget and any special campaign budgets. Manage budgets and operations, evaluating progress and results.
- Any and all other duties as assigned by the President.

REQUIRED SKILLS

- Ability to lead change and deliver effectively in a high-performing, results-oriented environment.
- A true leader who can motivate and develop teams and work collaboratively with others.
- An exceptional negotiator, both internally and with third parties.
- Proven experience developing strategic initiatives to realize business objectives.
- Demonstrated success in organizing the efforts of multiple departments to achieve business goals.
- A track record of delivering on fundraising goals that promote strong fiscal positions.
- Excellent written, oral, interpersonal, and public speaking skills.
- Strong analytical, evaluative, and problem-solving abilities, with an attention to detail.
- A high level of energy and self-motivation.
- Ability to use sound judgment and discretion in handling sensitive data, plans and analyses.

REQUIRED QUALIFICATIONS AND CHARACTERISTICS

- Bachelor's Degree in Business, Education Administration, or a related field is required.
- Minimum ten (10) to fifteen (15) years in a senior Advancement or Business Development leadership role.
- Experience leading advancement teams to raise at least \$10M annually.
- Experience in a relevant nonprofit or business sector including higher education, arts/culture, culinary arts, and/or food service highly desirable.
- Ability to work extended hours over nights and weekends as befits a senior leadership position with high levels of business needs. This role requires regular work onsite at the campus in Hyde Park.
- Frequent overnight domestic travel is required, with periodic international travel.
- Regular work requires the use of a computer, many times in excess of eight (8) hours per day.

PREFERRED QUALIFICATIONS

- Master's degree preferred.
- Experience with governmental grant writing.

COMPENSATION

- Minimum salary \$240K.
- Exceptional benefits, including medical and dental, paid time off, and generous retirement matching.