Morehouse College invites applicants for the position of Chief Advancement Officer. The Chief Advancement Officer is responsible for leading a team to cultivate and solicit major, principal, leadership, planned, corporate and foundation gifts, and prospect research. As a key leader for the College and the Office of Institutional Advancement, the Chief Advancement Officer will help to build and enhance alumni engagement and uphold the College’s long-standing mission. Morehouse College is engaged in an intensive and comprehensive transformation, inspired by its rich history and traditions and motivated by an imperative to prepare students for the global, technological, and creative world of the 21st century. Since its founding, Morehouse has produced
educators, scientists, clergymen, health care and law professionals, presidential cabinet members, entertainers, athletes, and educators who have become dynamic leaders in their selected professions. Over the last decade, Morehouse College has been the leading undergraduate originating institution in the world for African American male Ph.D. production in nearly a dozen disciplines. Morehouse College is the only Historically Black College to have produced four Rhodes Scholars. As its 150th birthday approaches, the College’s current strategy will position it to maintain its rich history, tradition, and standards of excellence for the next century and beyond. President John S. Wilson, Jr. assumed the presidency in January 2013 and articulated a unique vision for the future of the College (see “The World of Our Dreams” inaugural address). In it, he identifies both Character Preeminence and Capital Preeminence as central tenets. In short, character preeminence is related to the development of the ethically grounded, confident and competent “Morehouse Man”, while capital preeminence encompasses the financial and physical assets that the College needs to fulfill its distinctive mission. The Chief Advancement Officer will have an integral role in procuring such resources and articulating the needs and aspirations of the College to its many constituent groups as well as to current and prospective corporate and philanthropic donors.

Morehouse College has a student population close to 2,000, a full cost of attendance over $45,000 per year, and an endowment of approximately $130 million. The College seeks an experienced leader who can contribute to the success and history of the College and share its mission, vision, and values. This leader will oversee a qualified, experienced team who can lead fundraising efforts that will enhance the campus environment for student development and academic excellence. The Chief Advancement Officer will be a key contributor to ensuring that Morehouse College remains one of the finest American liberal arts institution in the world.

The ideal candidate will be a results-oriented fundraising professional with an established track record of diverse and progressively more sophisticated advancement experience; capital campaign planning, management, and implementation experience; and an executive level of supervisory and managerial experience, preferably in a higher education setting. The ideal candidate must possess excellent interpersonal and presentation skills needed to represent the College’s interests to a wide spectrum of constituent groups, consortia, and collaborative partners. The successful candidate will be equally adept with prospect research; gift processing software; online giving strategies; traditional and new media and other emerging technologies that will optimize the College’s outreach to potential donors; and most fundamentally, an ability to connect with potential donors that meets their commitment to invest in the mission and vision of Morehouse.
KEY ATTRIBUTES OF THE CHIEF ADVANCEMENT OFFICER

Motivator: Someone who understands the principles and processes of corporate, foundation, and alumni giving who can advance new messages, strategies, and standards of giving that will excite alumni and the philanthropic community.

Visionary: Someone who is aware of best practices and current trends of philanthropy in higher education. As an experienced leader, the Chief Advancement Officer will be expected to cultivate a spirit of transparency, accountability, and collaboration.

Architect: Someone who has significant experience with major capital campaigns in higher education and is able to bring new and best practices to Morehouse College, as we move toward the largest capital campaign to date.

Team Player: The ideal candidate will collaborate well with other senior officers in an effort to help realize capital and character preeminence that will enable Morehouse College to thrive in years to come.

Strategist: Someone with a significant track record of success and ability to share a compelling case for the institution, develop relationships with internal and external groups, and the ability to convey to diverse audiences why Morehouse College is uniquely qualified for significant investment and partnerships.

Communicator: The Chief Advancement Officer must be adept at formulating a narrative that conveys the Morehouse success paradigm and effectively portray the College as an intellectually vibrant epicenter for leadership training, teaching, learning, and research in diverse disciplines and advocacy in all issues related to African American men and boys.

Catalyst: Someone who has the capacity, desire, and commitment to travel extensively on behalf of the College to engage a variety of stakeholders and prospective donors.
**Change Agent:** The Chief Advancement Officer must have the ability to think well outside of the box and can identify and engage donors with an inclination towards innovation and sustainability.

**Steward:** Someone who is experienced and committed to maintaining responsible stewardship protocols such as timely gift acknowledgments, post-award report submission, and excellent donor records management. S/he must have familiarity with record-keeping software programs, online giving programs, and other technologies.

To immediately learn more about this position, please go to Administrative and Staff Vacancies at: [https://www.morehouse.edu/humanresources/openings.html](https://www.morehouse.edu/humanresources/openings.html)
MOREHOUSE COLLEGE
POSITION DESCRIPTION

Position Title: Chief Advancement Officer (CAO)
Classification: Exempt
Division/Department: Office of Institutional Advancement
Reports To: Chief Operating Officer (COO) & Vice President of Institutional Advancement

POSITION SUMMARY:
The Chief Advancement Officer (CAO) for the College advises the President and and the Chief Operating Officer (COO) on all matters pertaining to the college’s fundraising strategy and the management of the Institutional Advancement operations. This position is responsible for daily oversight and administration of the following advancement functions: fundraising, major, principal, and planned gifts, endowments, prospect research, foundation, corporate, and donor relations, as well as specific campaign efforts. In addition, this position will serve as team leader for all other functional areas of the Office of Institutional Advancement to include: Development Operations and Support, Stewardship and Donor Relations, and Advancement Services. This position is responsible for planning, implementing, and directing Morehouse’s upcoming 150th anniversary capital campaign in 2017. The CAO will partner with the Provost to develop programmatic development initiatives for the College’s departments identified as high-institutional priorities with multi-year fund-raising goals. The CAO will work very closely with the Development Committee of the Board of Trustees on various fundraising initiatives. The CAO will serve as the principal fundraiser for the College; personally identify, cultivate, solicit, and steward donors and prospects for the College and in accordance with performance targets set by the President and the Chief Operating Officer. The CAO will manage a professional team for development and support staff to achieve fund-raising goals. This position is responsible for maintaining and establishing best practices for advancement and setting professional practice standards, policies, and procedures.

ESSENTIAL DUTIES/RESPONSIBILITIES:
• Provide direction to senior leadership to establish long- and short-range development goals in conjunction with the College’s strategic plan
• Design, implement, and evaluate comprehensive development strategies and programs that support the overall goals and objectives of the College
• Oversee volunteer leadership capable of actively supporting the College’s development goals through fund-raising, consultation, and advocacy
• Personally identify, cultivate, and solicit prospects for major gifts as defined by the College’s standards through visits and other forms of direct contact for development
• Enlist senior leaders in furthering the College’s development programs; hire talent as necessary, and educate and support senior leaders regarding their development roles
• Oversee all facets of the daily operations of the College’s advancement team, ensuring compliance with all relevant laws, regulations, policies, and agreements
• Represent the College to various external institutional constituents (i.e., corporations, foundations, funding agencies, government agencies, etc.) as appropriate
• Establish revenue and implement performance goals, objectives, action plans, and benchmarks for the development programs
• Use data analytics to drive decision making for the team and to inform senior leadership as well as other stakeholders that programs support the highest professional standards as well as new initiatives
• Implement a continuous improvement philosophy that includes benchmarking programs, peer-based performance metrics, and outcomes that support high performance standards
• Establish and maintain effective work relationships with the colleagues to maximize the College’s gift portfolios
• Oversee the supervision of staff, which includes work assignments, training, talent development, and enforcement of internal procedures and controls, and problem resolution; evaluate performance and make recommendations to the Chief Operating Officer for employment actions; motivate a diverse team of employee to achieve peak productivity and performance
• Create and maintain systems to assure that donor instructions are documented and followed
• In collaboration with the Chief Operating Officer, develop an annual budget for programs and manage the budget to ensure compliance to the College’s financial standards and practices
• Frequently collaborate with to development communications colleagues and direct marketing for the College’s programs
• Perform other duties as assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:
• Candidate must have appreciation for the rich history and tradition of Morehouse College and its position as one of the nation’s preeminent liberal arts colleges
• Demonstrated ability in securing major grants and gifts from individuals, corporations, foundations, and other private funding sources
• Demonstrated ability in planning and implementing complex, multi-year, multi-million dollar development initiatives, including capital campaigns
• Ability to foster a cooperative work environment within a complex organizational structure
• Exceptional interpersonal skills and the ability to interact effectively with senior leadership, faculty, alumni, prospects, donors, and volunteers in a wide range of roles
• Knowledge of best practices within the development profession, including those relating to deferred giving, annual fund management, direct mail, corporate and foundation relations, and other areas that articulate with and support major gift fund-raising efforts
• Demonstrated skills in strategic planning and performance measurement
• Ability to exercise good judgment, to demonstrate an understanding of ethics related to
development activities, and to use discretion in interactions with donors, prospects,
volunteers, and others
• Skill in financial planning and fiscal management
• Community relations skills and the ability to communicate and work effectively within a
diverse community
• Demonstrated ability to translate highly technical or discipline-specific concepts and
information into language appropriate for specific audiences
• Proficient verbal and written communication skills and the ability to present effectively to
small and large groups
• Ability to supervise and develop employees including organizing, prioritizing, and
scheduling work assignments; evaluating performance; and mentoring and coaching
employees to achieve maximum productivity
• Ability to provide consultation and serve as an advocate on behalf of the College and
participate in strategic planning processes to design and implement a development
program in support of the College’s mission, goals, and objectives

EDUCATION AND EXPERIENCE REQUIREMENTS:
• Earned bachelor’s degree(s) from an accredited institution required
• Earned Master’s degree from an accredited institution preferred
• Minimum of 10 years of progressively responsible experience in two or more
advancement functions
• Higher education experience highly desirable

PHYSICAL DEMANDS:
• Ability to travel extensively and work extended hours during weekdays, weekends, and
work during evenings is required
• Proficiency with mobile devices is required; frequent walking as necessary is required
• May occasionally be required to sit for extended periods of time

Morehouse College is an equal opportunity employer. No employee or applicant
will be discriminated against in any condition of employment because of race, color, national origin, sex, religion, age, disability, veteran status or any other
status protected by law.