



PROVIDENCE



Opportunity Profile

VICE PRESIDENT OF DEVELOPMENT
PROVIDENCE UNIVERSITY COLLEGE AND
THEOLOGICAL SEMINARY



NELSON/KRAFT
AND ASSOCIATES

EXECUTIVE SUMMARY

Providence is seeking a well-networked and accomplished leader with a passion and vision for philanthropy to fill the role of Vice President of Development.

Providence is an academic learning community that transforms students into leaders of character, knowledge and faith to serve Christ in a changing world. Providence is a leading Canadian Christian University offering bachelor's, master's and doctoral degrees. The diverse Providence community is led by dedicated Christian faculty and staff who are committed to helping students deepen their faith, grow in knowledge and develop lifelong connections.

Reporting to the President, the Vice President of Development is responsible for the advancement and implementation of short and long-term strategic planning of all development activities including alumni relations. The Vice President of Development's direct responsibilities include maintaining a major donor portfolio, campaign leadership, departmental budgeting and visionary leadership development. The Vice President of Development is also a member of the President's Cabinet. The Cabinet oversees and is responsible for all activities of the Institution, which include strategy, planning, forecasting and projects.

If you are an energetic and teamwork-oriented leader with a skillset in donor relations, we would love to hear from you!





OUR STORY

The roots for Providence were planted 97 years ago, with the establishment of Winnipeg Bible Training School. While our name has changed over the years, our goal has remained the same: to prepare students to be difference-makers in their churches, communities and in the world. We offer a vibrant learning community, anchored in the heritage of our school and our evangelical Christian faith. This transformative environment builds leaders of character, knowledge and faith to serve Christ in our ever-changing world.

Accredited by the Association for Biblical Higher Education (ABHE), and Teaching English as a Second Language (TESL) Canada, our University College is committed to exploring faith and life through undergraduate degree programs in the Liberal Arts and Professional Studies.

In addition, our Seminary has been fully accredited by the Association of Theological Schools (ATS) since 1972. One of the seminary's most popular programs is a Master of Arts (MA) in Counselling Psychology available on our Otterburne campus or our Calgary extension site. Students have the flexibility to study online, through directed study, hybrid and modular coursework.



OUR MISSION

A Christian academic community in the evangelical tradition, Providence teaches people to grow in knowledge and character for leadership and service.

OUR VISION

To be identified among Canada's foremost Christian universities as a learning community that transforms students into leaders of character, knowledge and faith to serve Christ in a changing world.

OUR VALUES

Christ First:

We affirm the essential doctrines of the Christian faith as held by evangelicals. These doctrines are defined in more detail in our Statement of Faith.

Diversity of Thought:

We invite, encourage and listen carefully to different voices and opinions, all in the service of strengthening and clarifying our faith.

Community:

We support and strengthen one another in study and spirit, because we learn and grow better together.

Exploration:

We recognize that faith is a journey. We encourage our students to explore and develop their faith perspective.

Academic Excellence:

We hold all programs to rigorous academic standards.

LOCATION



Providence is nestled in a quiet, prairie community, 30 minutes from Winnipeg. Located close to the geographical center of Canada, Providence is easily accessible. Since 1970, Providence has occupied a beautiful 100-acre campus in Otterburne, MB. The campus is an attractive rural setting beside a river shaded by towering elm trees and dominated by the main building's historic bell tower.

Winnipeg is culturally diverse with over a hundred languages and nationalities represented throughout the region. Winnipeg's friendly and welcoming reputation is one of the main attractions to newcomers. It is known for its cultural achievements and flourishing arts scene as well as its green spaces and access to outdoor activities with the province boasting over 100,000 lakes!

Housing prices in the region are among the lowest in Canada, making it an ideal location for first time home buyers and seasoned professionals.

KEY RESPONSIBILITIES

ADMINISTRATION

- Advise the President regarding development.
- Oversee and give leadership to all departments within the portfolio.
- Responsible for full planning and execution of development department budgets in collaboration with direct reports.
- Hire, lead, coach and mentor all direct reports.
- Plan, lead and execute development team meetings, functions, annual planning strategies and team building events.
- Responsible for promoting positive and responsive communications for internal and external communities to improve relationships and better position the Institution.
- Consult and build relationships with internal administrators, management and employees to build a stronger understanding and sense of importance for the work of development.

PRESIDENT'S CABINET & EXECUTIVE LEADERSHIP

- Serve as a member of the President's Cabinet and participate in planning and decision-making for Providence.
- Attend, prepare and participate in Institutional Board of Governors' meetings as directed by the President.
- Facilitate the Board of Governors' Development Committee.
- Complete other duties within the Institution and Development department as assigned by the President and/or the Board of Governors.

DEVELOPMENT & ALUMNI RELATIONSHIPS

- Advise the President with respect to development activities.
Develop and propose strategies for the solicitation of gifts.
- Determine ongoing relationships with prospects/donors and recommend specific purpose and level of gift. Oversee the major gift prospect management process, including identification, cultivation, solicitation and stewardship of donors.
- Develop and ensure institutional compliance to ethical fundraising policies and procedures which support institutional interests.
- Personally engage a portfolio of major and gift planning prospects to secure significant charitable gifts in support of Providence's strategic aims.
- Foster an environment of and promote increased philanthropy within the institution.
- Lead prospect management meetings for the Institution's fundraising team.
- Assure best practices are in place and that relevant and innovative fundraising messages and techniques are being developed for a diverse demographic and geographically located supporters.
- Lead all fundraising campaign related initiatives including but not limited to: organizing and accessing the need for a campaign, cultivating and stewarding a campaign committee, working and collaborating with external fundraising consultants and fully executing all campaign related projects and events.



- Lead, attend and speak at fundraising events both on and off campus as planned and executed by the Development department.
- Develop and ensure institutional compliance to ethical fundraising policies and procedures which support institutional interests.
- Foster an environment of and promote increased philanthropy within the Institution.
- Work with the Development department to grow, cultivate and steward the annual fund, major gift projects and legacy giving on an annual basis.

KEY COMPETENCIES

- Independence: ability to be an independent self-starter and take initiative to discover new ventures and opportunities on a daily basis.
- Confidentiality: ability to handle confidential information, and navigate sensitive situations professionally.
- Integrity and Honesty: contribute to a team approach in development and donor relations.
- Public Relations: with community, external constituents and internal staff/faculty, donors and volunteers.
- Exceptional Interpersonal Skills: ability to interact effectively with academic leadership, faculty, prospects, donors and volunteers in a wide range of roles.
- Strong Ethical Judgment: demonstrated commitment to ethical fundraising principles and practices of annual, major and legacy giving.



KEY COMPETENCIES CONT.

- Supervisory/Management: strong ability to encourage, empower and lead direct reports in their work. High level of understanding of the principles of Development department work. Demonstrated ability to manage people and tasks and bring the best work possible out of direct reports.
- Strong Administrator: ability to manage a budget and consider the relative costs. Demonstrated capacity for both details and vision of a team.
- Innovative Thinker/Visionary: ability to translate strategic thinking into action plans and output.
- Relationship Management: proven strengths in relationship management and the ability to conduct conflict-resolution.
- Knowledge: high level of knowledge based on understanding external constituents and institutional dynamics.
- Initiative: a willingness to take on responsibilities and challenges.
- Communication: excellent oral, written and interpersonal communication skills with a broad range of internal and external constituents.
- Dependability: reliable, responsible and dependable.
- Attention to Detail: attentive to detail and thorough in completing work tasks.
- Multi-Task: ability to work on multiple assignments with minimal supervision while achieving targets.

QUALIFICATIONS

PERSONAL COMMITMENT

- Must align with the mission, vision and values of Providence University College and Theological Seminary.

EDUCATION

- Master's degree in Leadership, Management, Business, Non-Profits or Higher Education, required; relevant terminal degree, preferred.
- Minimum 5 years' experience in Higher Education fundraising and donor development. Related executive leadership experience to be considered.
- Demonstrated experience and leadership in managing comprehensive and strategic fundraising initiatives to advance an organization's mission and goals.
- Experience in building, mentoring and coaching a team.
- Proficient in MS Office 365.
- Ability to travel and work evenings and weekends as warranted.

OUR SEARCH TEAM



MARK KRAFT LEADING THE SEARCH

Mark is a trusted and sought-after executive search leader, with over 20 years of combined experience in the public and private sectors. Bringing a deep level of care and commitment to his clients, Mark has successfully led over 100 executive talent searches across Canada, for roles ranging from CEO to CFO, to COO. With his breadth and depth of experience, Mark has become a respected advisor and go-to expert for non-profit, charity, and faith-based organizations looking to source top executive talent.



LARRY NELSON SUPPORTING THE SEARCH

Larry is a Chartered Professional Accountant and former CEO of the Baptist Housing Society in BC. He has served on many charity boards nationally and provincially including the board of the Canadian Council of Christian Charities. He has placed over 80 senior executives and worked with more than 50 not-for-profit organizations across Canada. He is passionate about lending his professional expertise to not-for-profit organizations.



TIM WARKENTIN SUPPORTING THE SEARCH

Tim is a certified coach, strategic planning facilitator and Birkman consultant. He brings thirty years of leadership development experience as an effective partner with not-for-profit leaders and organizations. Tim's consistent contribution is successfully guiding a process to achieve the clarity and perspective necessary to reach strategic, operational and financial goals.

mark@nelsonandkraft.com
778.982.4427

ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline for this search:

Location: Otterburne, MB

Application Deadline: July 28, 2022

Short List Interviews: August 2022

Hire Date: September 2022

HOW TO APPLY

Please forward a PDF of your resume and cover letter to info@nelsonandkraft.com.

Nelson/Kraft & Associates Inc. is an executive consulting firm that specializes in working with not-for-profits and for-profit businesses across Canada, assisting them in the placement of senior executives and directors.

Nelson/Kraft & Associates Inc. welcomes and encourages all interested applicants to apply for this position and is committed to the principles of diversity and inclusion in its hiring practices, and will only make distinctions among interested applicants in accordance with the applicable Human Rights legislation.

Nelson/Kraft & Associates Inc. also welcomes and encourages applications from candidates with disabilities. Accommodations are available on request for candidates taking part in the selection process. If you require disability-related accommodation during the recruitment process, please contact us.