

Position Announcement

Vice Chancellor for Development and

President of the NCSSM Foundation

North Carolina School of

Science and Mathematics

Durham, North Carolina

October 2019



[**North Carolina School of Science and Mathematics**](https://www.ncssm.edu/)

**Position Description: Vice Chancellor for Development and President of the Foundation (Position #: 60087898)**

**Position Location: Durham, NC**

**Applications will be accepted until December 2, 2019 or until position is filled.**

**Executive Summary**

The nationally recognized [North Carolina School of Science and Mathematics](https://www.ncssm.edu/) (NCSSM) seeks a forward-thinking, strategic leader to assume the newly created position of Vice Chancellor for Development and President of the NCSSM Foundation at a time of unprecedented growth and opportunity.

The Vice Chancellor will report to Chancellor Todd Roberts, be a critical member of the Chancellor’s leadership team and oversee all non-governmental fundraising for the school including leading the $50 million ***Ignite +*** ***Transform*** capital campaign, growing the annual fund and promoting planned giving. The Vice Chancellor will supervise the Executive Director of Development (has a team of five) and an administrative assistant, will carry a portfolio of top donors and prospects and support the Chancellor with his portfolio. As President of the NCSSM Foundation, the Vice Chancellor will work closely with its Board in promoting philanthropy for the benefit of the institution and ensure its administrative excellence.

**About NCSSM**

The [**North Carolina School of Science and Mathematics**](https://www.ncssm.edu/) challenges academically talented students from across the state with a comprehensive curriculum including highly specialized courses in science, technology, engineering/computer science, and mathematics. Nearly four decades since its founding, NCSSM has built a firmly rooted reputation as an academic powerhouse, educating intellectually gifted students from every corner of the state who represent rural and urban communities and all socioeconomic and ethnic backgrounds. Eleven states and several countries worldwide have used NCSSM as the model for their own programs.

Altogether, close to 1,500 North Carolina students from all 13 congressional districts and nearly all 100 counties are enrolled in one of three signature programs: the residential diploma program, the online certificate program or the interactive video conferencing (IVC) program. Open enrollment courses expand local offerings to include enrichments and advanced coursework otherwise unavailable in students’ home communities. NCSSM instructors teach live to classrooms statewide daily, broadcasting more synchronous video than any other public provider in the state.

NCSSM has more than 11,000 alumni, nearly all of whom went on to attend colleges and universities (a great majority choosing top NC public universities) and nearly half of whom have earned a graduate degree. Between 2000-2014, the latest period for which statistics are available, 68% of NCSSM graduates earned undergraduate degrees in a STEM field -- about 3 times the national average for the general population. During that same period, 61.1% of NCSSM’s underrepresented minority graduates earned an undergraduate degree in a STEM field -- more than 5 times the national average for URM populations.

NCSSM functions as a full constituent of the University of North Carolina System and is governed and supported by the UNC Board of Governors and the NCSSM Board of Trustees. Though a UNC constituent, NCSSM operates as a public school open to qualified NC students without charge, with most funding coming from the State of NC. About 10% of the $23 million total annual operating budget is generated from private sources. A second campus in Morganton, NC is under construction now. Funded primarily by the Connect NC Bond with additional philanthropic support, the campus will initially accommodate 300 additional residential diploma program students as well as increased distance education enrollment. Consistent with NCSSM’s founding and governance, the institution is guided by a standing [**strategic plan**](https://ncssm.edu/strategic-plan).

The North Carolina School of Science and Mathematics Foundation was created in 1979 as an independent 501c3 organization to receive and manage philanthropic contributions to the school. Governed by its own Board of Directors, the Foundation has current assets of approximately $13 million, $10 million of which is endowed. Since FY2009-10, fundraising revenues have more than tripled from $900,000 to $3.5 million. Today, philanthropic giving drives excellence with salary support for specialized teachers and training opportunities for faculty, access to technology, experiential opportunities for students beyond the campus and assistance for students from financially challenged backgrounds to cover supplies and incidentals.

***Ignite + Transform* Campaign**

In 2018, the NCSSM Board of Trustees approved a $50 million comprehensive capital campaign. Now in its lead phase, the campaign boasts strong volunteer leadership and $12 million in early gifts, including a record-breaking $5 million gift and a $2 million gift. It will likely be publicly launched in 2021 and run to June 30, 2026. The goal will support major renovations, new construction, academic and student programs both in the classroom and online, and annual operating funds. It includes $10 million for the Morganton campus.

**Position Highlights**

**Reports to: Dr. Todd Roberts, Chancellor**

*Ignite +* *Transform* is the perfect name for the school’s campaign, but it is just as fitting for what the Chancellor, Trustees and Foundation Board are seeking in the Vice Chancellor: a leader who will ignite the culture of philanthropy. They seek a spokesperson and leader who captures the imagination of all stakeholders, engages them early, and keeps them connected while also raising the expectations of what is possible. They want to continue to transform how fundraising is done by creating a strategic and goal-focused system for the identification, cultivation, solicitation and stewardship of prospects and donors. The Vice Chancellor should be passionate about the art and science of fundraising, always thinking about how best to connect prospects and donors to the school’s mission and be extremely comfortable and confident in being a public face for the school’s fundraising efforts.

The new development leader will be working with an enthusiastic, skilled and dedicated team of fundraising professionals and an administrative assistant. The Executive Director of Development is a seasoned professional with a strong background in academic fundraising and two years of experience readying the campaign under her belt. Her team includes a Major Gifts Officer, Campaign Manager, Annual Gifts Officer, Donor Relations Manager and Database Manager. Although the fundraising program has existed for decades and the school completed a successful $10 million capital campaign in 2008, it has begun to evolve into a much more sophisticated and highly effective fundraising operation in recent years. A creative leader with a clear vision and strategy will be able to further develop an effective, assertive and successful fundraising program. The program should draw from “best in class” approaches from higher education powered by an ambitious, well-diversified strategy that includes alumni, parents, students, employees, corporate and foundation support, and attracts current and estate gifts.

The Vice Chancellor will benefit from the *Ignite +* *Transform* feasibility study and campaign plan created in collaboration with moss+ross, as well as from their ongoing campaign counsel. Being able to articulate and stick to the school’s philanthropic priorities will be critical to ensure that the fundraising efforts are successful. The NCSSM community is excited about where the school is going and has no shortage of ideas. The Vice Chancellor will need to be disciplined and diplomatic in keeping the team and school community on track towards the greater goals.

The potential for growth cannot be overstated. NCSSM transforms lives and alumni feel a strong connection to the institution, often stronger than the connections they have with their universities. Many credit NCSSM for their professional success. The first generation of graduates are now in their 50s and at peak moments of their own lives and careers. There is a strong cohort of alumni in their 30s and 40s who are successful entrepreneurs and professionals in a variety of well-paying fields. Approximately 11% of graduated alumni are donors, as are 63% of parents of residential students and 20% of parents of on-line students. The cumulative fundraising total from the last five fiscal years exceeds $7.5 million.

Although the school is still relatively young, donor research points to the capacity of alumni and parents to give more consistently and at much higher levels, including a significant number of principal gifts. The campaign has already benefited from several six- and seven-figure gifts and many more prospects have been identified by staff and through the feasibility study. The Vice Chancellor will need to work with the team to grow the current prospect/donor pipeline and create tailored cultivation and solicitation plans for the major and principal gift prospects.

Collaboration is part of the institutional DNA and the new Vice Chancellor must be comfortable working in this environment and practicing it with colleagues. However, a skilled collaborator also knows when it is time for a decision and the new Vice Chancellor must be confident in her/his ability to move forward when it is time for action. The Vice Chancellor for Development and President of the NCSSM Foundation will serve as the overall coordinator and gatekeeper for NCSSM’s greater development efforts. The Chancellor, Vice Chancellor for Development and President of the NCSSM Foundation, Vice Chancellor for Government and Constituent Relations, Executive Director of Development and the Director of Western Campus Planning and Project Management will all manage major gift portfolios and work collaboratively to accomplish the development goals for the institution. This position is also an important member of the Chancellor’s Leadership Team and in this role, will play an important role in providing leadership for the institution as a whole.

The Foundation’s Board of Directors will be a solid partner in creating a deeper culture of philanthropy and in taking the fundraising program to new heights of success. The Board has intentionally shifted from a purely fiduciary role to a fundraising support role and the Foundation’s new President will take the lead in ensuring that shift is successful and effective. By moving the day-to-day financial aspects of the Foundation to the business office, the Chancellor has taken steps that will enable the President to function at an executive management level, ensuring that the Foundation’s policies and procedures are of the highest quality and accountability as well as keeping the Board and Board committees fully engaged and informed.

There has never been a better time to bring in new philanthropic leadership because of the opportunity to make a significant impact. What is needed now is a smart, tenacious, and proven fundraising leader with a strategic, entrepreneurial spirit to lead NCSSM’s development program through this campaign; a leader who can capture the excitement of this time and convey it to others with conviction. NCSSM’s Vice Chancellor for Development and President of the NCSSM Foundation, has the opportunity to create a legacy that will serve the students, the school, and the state for generations to come.

**Duties and Responsibilities**

*Leadership*

* Provide a vision, strategy and overall leadership for nongovernmental NCSSM development activities including the *Ignite +* *Transform* campaign, planned and major giving programs and the annual fund.
* In collaboration with the Chancellor, be an effective partner with NCSSM’s Board of Trustees and Foundation Board regarding development goals and keep them informed with regular reports on development progress, challenges in meeting goals, data analyses and projections and stories of donor impact.
* Be a passionate, visible and informed advocate for NCSSM and serve as one of its key spokespersons, actively seeking opportunities to engage with alumni, corporate interests and the broader community and participate in events that position NCSSM for improved fundraising and visibility.
* Support and supervise the Executive Director of Development and ensure that her team has what it needs to be successful.
* Serve as an active and collaborative member of the Chancellor’s leadership team, working collaboratively with them to ensure that everyone is working in sync towards the institution’s fundraising goals, as well as working as a member of the team providing leadership for the institution as a whole.
* Stay current on fundraising trends and innovations; provide or secure fundraising training as needed for volunteer leadership; and ensure that development staff members receive the professional training and resources needed (within budget) to stay current in their fields and productive at work.
* Work with the Vice Chancellor for Government and Constituent Relations to promote the importance of philanthropy in the success of the school and the role NCSSM alumni and parents can play in growing the base of philanthropy.
* Facilitate communication between development and other NCSSM departments, working with the communications team to keep internal and external communities updated through the website, social media, email, newsletters, direct mail and the annual report regarding NCSSM’s programs, activities, and resource needs.
* Ensure that engagement initiatives, social media and fundraising collateral are effective and used to accomplish identified goals and objectives.

*Transformational Fundraising*

* Lead the successful implementation of the *Ignite + Transform* campaign plan, ensuring that the volunteer and staff leadership are all acting in concert to effectively communicate the campaign messages, adhere to a strategic approach to donor solicitation and achieve the campaign goals.
* Participate in Campaign Chair and Campaign Steering Committee meetings and campaign strategy meetings.
* Develop and oversee a comprehensive campaign budget for the upcoming fiscal years.
* Carry a minimum portfolio of 35 to 40 leadership and major gift prospects ($100,000+) with a focus on the top 10 in the pipeline.
* In coordination with the Executive Director of Development and the other members of the development leadership team, play a lead role in the identification, cultivation and successful solicitation of gifts from a diverse group of individuals, corporations and foundations.
* Support the Chancellor, Board of Trustees, Foundation Board and NCSSM colleagues with their portfolios of donors and prospects.

*Foundation Administration and Leadership*

* Ensure that all foundation policies and procedures meet legal, accounting and stewardship requirements including the accurate documentation and timely acknowledgement of gifts.
* Collaborate with the business office and foundation staff for the preparation and successful completion of an annual audit and IRS form 990 reporting.
* In coordination with the Chancellor, create and monitor an annual budget based on feedback from department heads and school leadership on grant priorities.
* Provide the Foundation Board with timely reports and materials for Board and committee meetings needed to perform their duties.
* Train, mentor and support Foundation Board members in their donor and prospect engagement activities. Seek ways to maximize their personal giving and participation in philanthropic programs.

*Planning and Management*

* Lead the team in the creation of an ambitious, comprehensive, written annual development plan and calendar with clearly defined goals, objectives, timelines and assignment of responsibilities. Monitor progress and success and adjust as needed.
* Create and monitor the annual development program budget and track progress through monthly and annual reports.
* Ensure that development and marketing materials are unified and consistent with the NCSSM brand.

**Preferred Qualifications and Requirements**

* A master’s degree required or bachelor’s degree with substantial equivalent experience will be considered.
* Eight years of progressively responsible experience in a multi-million-dollar development program and a significant capital or comprehensive campaign with knowledge in all areas of development, including major gifts, annual giving, corporate and foundation giving and planned giving. Experience in higher education advancement preferred but will also consider experience outside of academia.
* Experience with the legal and accounting operations of a charitable grantmaking foundation. Related experience will be considered.
* A proven record of personal achievement exceeding ambitious revenue targets including: securing gifts of six figures or more, securing gifts in a campaign environment, and creating new and/or reinvigorating existing programs.
* Ability to work successfully, creatively and collaboratively in a school setting where development procedures are governed by the NC state educational system and the regulations for Foundation boards.
* Confident self-starter with proficiency in setting goals, evaluating results and communicating success.
* Experience raising funds throughout a large geographic region and/or nationwide. Specific knowledge of North Carolina’s philanthropic landscape is a plus.
* Ability to understand, extract and analyze data for effective prospect strategy and programmatic reporting and tracking.
* Strong skills with prospect databases and financial software such as Raiser’s Edge, Tableau, Advance, Google Apps Suite, MS Office suite, project management software, and similar apps and programs is desirable.
* Exceptional planning and organizational skills. Results- and detail-oriented with the ability to set and meet deadlines. Able to construct, articulate, implement and evaluate written development plans and budgets.
* Successful, collaborative supervisor who encourages new ideas and creativity. Able to build a strong team and a creative, healthy work environment, yet willing to make tough decisions when necessary.
* Excellent written and oral communication skills; attentive listener; and engaging storyteller; able to plan and execute strategic communications to advance philanthropic initiatives and achieve goals.
* Ability to engage diplomatically with and engender the trust of donors, colleagues, board members and other stakeholders.
* Able to attract, influence, engage and build long-term relationships with all types of donors and key stakeholders.
* Energetic and skilled networker who enjoys community engagement, attending events and participating in activities to position NCSSM for success.
* Commitment to diversity and a history of working effectively with all people irrespective of their economic status, ethnicity, gender-identity, educational level or sexual orientation.
* Flexible and adaptable work style with the ability to work nights and weekends, manage competing demands and work independently.
* In-state and out-of-state travel is required.
* Demonstrated commitment to NCSSM’s mission, an appreciation for STEM education, and a passion for development.

**Compensation**: Commensurate with experience and abilities and reflective of salary levels in educational institutions and nonprofit organizations of similar size.

**To apply:** Submit one document that includes your cover letter (providing your salary requirements and how you learned about the position) and your resume and send via email to:

Dr. Todd Roberts

Chancellor

North Carolina School of Science and Math

([NCSSMVCsearch@mossandross.com](mailto:NCSSMVCsearch@mossandross.com))

**Applications will be accepted until December 2, 2019 or until the position is filled.**

NCSSM is an Equal Opportunity Employer and values diversity in its workforce.

Writing samples, a short presentation and five references will be required from finalists. Academic, credit and criminal checks will be conducted before a final offer is made. NCSSM recognizes that a host of educational, professional and life experiences contribute to an applicant’s qualifications.

The consulting firm of moss+ross ([www.mossandross.com](http://www.mossandross.com/)) has been retained to assist with the search.

*NCSSM invites and welcomes all applications for employment within our institution. NCSSM is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status as a protected veteran. If you are an individual with disabilities requiring accommodations in the application and interview process, please contact us at (919) 416-2662.*

***NCSSM is an EEO/eVerify/VEVRAA Employer***