



VICE PRESIDENT FOR UNIVERSITY RELATIONS

UNIVERSITY OF PORTLAND

Portland, Oregon



The Aspen Leadership Group is proud to partner with the University of Portland in its search for a Vice President for University Relations.

The Vice President for University Relations—serving as the University's chief development officer—will oversee all activities related to development, alumni and parent relations, and events for the University.

The University of Portland (UP) is a thriving community of more than 4,000 students who come from around the nation and the world. The University, located on a bluff overlooking the Willamette River and the City of Portland, provides the school's nickname, "The Bluff." UP is Oregon's only comprehensive university with schools of business, education, engineering, nursing, a College of Arts and Sciences, and a graduate school. There are more than 40 undergraduate programs and 30 minors, as well as 18 graduate programs, and more than 1,300 courses. The University features small class settings with a 12:1 student-faculty ratio, and award-winning faculty. A belief that education takes place both inside and outside the classroom results in a strong emphasis on residential living with 94 percent of first year students, and 57 percent of the total student body living in one of the University's 10 residence halls. This commitment to an education outside the classroom means a wide variety of extra-curricular programming is offered, including an inclusive Campus Ministry program; local, national, and international volunteer opportunities; fitness, intramurals, and outdoor activities; and an active student government. Fielding 16 intercollegiate teams, the Portland Pilots are members of the West Coast Conference and compete at the NCAA Division I level. The students and athletes of the University of Portland are supported by 37,000 alumni, more than half of whom reside in the Portland/Vancouver metropolitan area.

The University of Portland is an independently governed Catholic university guided by the Congregation of Holy Cross that addresses significant questions of human concern through disciplinary and interdisciplinary studies of the arts, sciences, and humanities. This includes a diverse community of scholars dedicated to excellence and innovation, pursuing teaching and learning, faith and formation, service and leadership in the classroom, residence halls, and the world. The University values the development of the whole person, honoring faith and reason as ways of knowing, promoting ethical reflection, and preparing people who respond to the needs of the world and its human family.

For 26 consecutive years, the University has earned a top-10 ranking by *US News & World Report* in the "Regional Universities—West" classification, including the number three spot in its 2021 rankings. For nine consecutive years, the University of Portland has been the top Oregon school in *Kiplinger's Personal Finance* annual ranking of best values in private universities. *Bloomberg Businessweek* has named the University the top school in Oregon for "return on investment" for three consecutive years. The University of Portland has also been named a top Fulbright producer with 68 student Fulbright Award recipients since 2001.

REPORTING RELATIONSHIPS

The Vice President for University Relations will report to the President, Dr. Robert Kelly, and will serve as a member of the President's Leadership Cabinet. The Vice President will oversee a team of 36 professionals.

FROM THE PRESIDENT

The University of Portland seeks a visionary, strategic, and mission-focused leader to serve as its next Vice President for University Relations.

For over 121 years, UP has lived out its Catholic, Holy Cross mission of teaching and learning, faith and formation, and service and leadership. Renowned for its student-centered academic experience, welcoming community, devoted alumni and benefactors, and beautiful campus overlooking the Willamette River, UP is truly a wonderful place to study, work, and live.

UP's next Vice President will join the institution at an exciting time. With a [new President](#) and [strategic plan](#), an [excellent senior leadership team](#), and a wellspring of excitement for UP's bright future, the new Vice President will be poised to have a remarkable impact. The successful candidate will lead a talented and devoted team of development, alumni and parent relations, and events professionals. They will play a principal role in securing new benefaction and support for the institution, stewarding our alumni and parent communities, and creating signature event experiences for internal and external constituents. In many ways, the new Vice President will serve as a key storyteller and ambassador for UP and its sacred mission.

The Search Committee and, indeed, the entire UP community welcome those with development and leadership experience, and interest in joining the UP family, to apply for this exciting position at a mission-centered, successful higher education institution.

—Dr. Robert Kelly, President

UNIVERSITY OF PORTLAND'S COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

At the University of Portland, a Catholic University guided by the Congregation of Holy Cross, all dimensions of communal life—teaching and learning, faith and formation, and service and leadership—are informed and transformed by prayer, scripture, and the Christian tradition. Its belief in the inherent dignity of each person is founded upon the social teaching of the Catholic Church. At the center of that teaching is the fundamental mandate that every person, regardless of race, color, religion, gender, sexual orientation, social or economic class, age, or disability shall be treated with respect and dignity.

Moreover, the University seeks to create and sustain an inclusive environment where all people are welcomed as children of God and valued as full members of the community. It condemns harassment of every kind and asserts that no one in the community should be subject to physical or verbal harassment or abuse. Further, no one shall be denied access to programs, services, and activities for any unlawful reason. The University of Portland provides all who live, learn, and work at the University the opportunity to actively participate in a vibrant, diverse, intellectual community that offers a broad range of ideas and perspectives.

PRIMARY RESPONSIBILITIES

The Vice President for University Relations will

- act and represent the University as its chief development officer, working to build a strong and deeply embedded culture of philanthropy throughout the University;
- contribute as a member of the President's Leadership Cabinet to effectively promote and achieve the University's priorities and mission;
- direct and lead all University Relations functions including development, alumni and parent relations, and events;
- oversee and support the development, implementation, oversight, measurement, and assessment of strategic initiatives, plans, policies, and processes on behalf of University Relations;
- hire, supervise, train, and inspire direct reports and University Relations staff;
- work closely with the President, Board of Regents, faculty, staff, and key stakeholders to strengthen the University's development and alumni relations programs to ensure the growth of the University's overall philanthropic activity;
- maintain collaborative partnerships with internal stakeholder across the University;
- maintain a personal portfolio of high-net-worth individuals and key University partners;
- engage in leadership, oversight, and representational duties as an officer of the University, serving as an exemplary University advocate in the community with local leaders, religious organizations, business and corporate partners, and other leaders—building relationships that closely link the community with the University; and
- oversee and approve the development, implementation, oversight, and assessment of contracts and budgets on behalf of University Relations, consistent with University financial policies and processes.

PREFERRED COMPETENCIES AND QUALIFICATIONS

University of Portland seeks a Vice President for University Relations with

- a commitment to the mission of the University of Portland—to address significant questions of human concern through disciplinary and interdisciplinary studies of the arts, sciences, and humanities and to pursue teaching and learning, faith and formation, service and leadership in the classroom, residence halls, and the world;
- significant leadership experience including knowledge, skills, and abilities related to fundraising and donor cultivation and stewardship;
- an ability to exercise excellent judgment in emergency, crisis, difficult, and confidential situations;
- strong supervisory and management skills, and an ability to establish and continue a positive work culture of respect across the University;
- experience overseeing significant budget lines;
- an ability to effectively oversee negotiations, review contracts, and oversee work of contractors and vendors;
- strong verbal and written communication skills;
- a deep commitment to diversity and inclusion and an ability to effectively partner with diverse colleagues, faculty, and external partners;
- an ability to successfully manage multiple projects and balance multiple priorities while maintaining a positive outlook and working effectively in a team environment;
- an orientation towards policy and process improvements;
- strong organizational, time, and project management skills including attention to detail and accuracy, strong critical-thinking, problem-solving, and decision-making skills;

- an ability to establish effective working relationships, professional rapport, and effectively accomplish work within a university setting that includes a wide array of policies, processes, individuals, and groups; and
- technological proficiency and an ability to adapt to new technologies.

A bachelor's degree is required for this position as is at least ten years of prior experience leading successful development and alumni engagement programs.

LEADERSHIP

Dr. Robert Kelly President

In a history-making announcement, University of Portland appointed its 21st President. Dr. Robert Kelly, most recently Vice President, Special Assistant, and Clinical Professor at Loyola University in Baltimore, Maryland, to become the first lay president and African American to lead UP in its 121-year history. Dr. Kelly will assume his presidential duties on July 1, 2022.

Dr. Kelly brings an extensive academic pedigree and accomplished career in higher education, much of which has been spent at Catholic and other faith-based institutions. He holds a PhD in Education Policy, Planning, and Administration from the University of Maryland; a master's degree in Higher Education and Student Affairs Administration from The University of Vermont; and a bachelor's degree in Arts and Political Science from Loyola University Maryland. The Pacific Northwest is already familiar territory for Kelly after having served as Vice President for Student Development and adjunct professor of Education at Seattle University. His resume of other academic leadership positions also includes Chief of Staff to the President of Union College; Associate Dean of Students, and Assistant to the Vice President for Student Affairs at The University of Vermont.

SALARY AND BENEFITS

University of Portland offers a competitive salary and a comprehensive [benefits package](#).

LOCATION

The position is located in Portland, Oregon.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the mission of University of Portland as well as the responsibilities and qualifications stated in the prospectus. Cover letters should also address the following prompts: Please explain what diversity, equity, inclusion, and justice mean to you. If you were selected for this position, how would you use your skills, experience, and positioning as a senior campus leader to support diversity, equity, inclusion, and justice at the University of Portland?*** Review of applications will begin immediately and continue until the successful candidate has been selected. All inquiries will be held in confidence.

To apply for this position, visit:

[Vice President for University Relations, University of Portland.](#)

To nominate a candidate, please contact Don Hasseltine, donhasseltine@aspenleadershipgroup.com.

Please note that the successful candidate must be in compliance with all UP employment related policies, including the University's COVID-19 Vaccination Policy. More information on the Vaccination Policy may be found [here](#).