



ASSISTANT VICE PRESIDENT OF DEVELOPMENT
UNIVERSITY OF BRIDGEPORT
Bridgeport, Connecticut
[University of Bridgeport](http://www.bridgeport.edu)



**UNIVERSITY OF
BRIDGEPORT**

The Aspen Leadership Group is proud to partner with the University of Bridgeport in the search for an Assistant Vice President of Development.

The Assistant Vice President of Development will be responsible for advancing the philanthropic culture of the University of Bridgeport while serving as an advisor to the Vice President for Advancement on a variety of strategic fundraising and leadership initiatives. The Assistant Vice President will partner with the Vice President, deans, administrators, advancement colleagues, and other partners across campus to drive the university's major gifts effort, including campus-wide major gift programs as well as college and unit-based development teams. The Assistant Vice President will develop and mature a portfolio of 150 major and principal gift donors in pursuit of individual fundraising goals aligned with the university's funding priorities.

With a vibrant, globally diverse campus, the University of Bridgeport welcomes students from over 80 countries to take advantage of its uniquely career-oriented degree programs. The University of Bridgeport offers undergraduate, graduate, and professional degrees and programs for people seeking personal and professional growth. The university promotes academic excellence, personal responsibility, and commitment to service. Distinctive curricula in an international, culturally diverse, supportive learning environment prepare graduates for life and leadership in an increasingly interconnected world. The university is independent and non-sectarian.

Founded in 1927, the University of Bridgeport is home to a diverse student body of 5,434 and faculty body from over 45 states and 80 countries who are united by a shared commitment to career readiness, innovation, and a supportive, challenging learning environment. The innovative thinking that led to the founding of the university almost a century ago continues to guide it today as it connects to a wider world.

The careers of tomorrow are going to require knowledge in more than just one area. That is why the University of Bridgeport offers an integrated approach to teaching and learning. Its programs allow students to incorporate different fields of interest into their degree and prepare for employment in today's dynamic workforce. From its distinctive and broad curricula and hands-on learning opportunities to community life that offers culturally diverse recreation and entertainment, the university offers a world of endless opportunities to achieve academic excellence and personal growth.

According to *U.S. News and World Report*, the University of Bridgeport ranks among the nation's top colleges and universities with the 3rd highest ranking in the region for percentage of international students; 17th highest in the region for most ethnically diverse student body; 24th highest in the region for the amount of need-based aid awarded; and 43rd in the region for smallest class sizes (percentage of classes with fewer than 20 students) .

REPORTING RELATIONSHIPS

The Assistant Vice President of Development will report to the Vice President for Advancement, Marie Muhvic.

PRINCIPAL OPPORTUNITIES

This is an exciting opportunity to join a new President and Senior Cabinet in moving the University of Bridgeport forward into the future. The school has a uniquely diverse and strong first-generation student body from all parts of the globe. It is a private institution with small class sizes and a student-focused experience, but is professionalized and offers the experience necessary to embark on a successful career. Known for its Design School, Health Sciences Program, Engineering and Business Schools, and the Fones School of Dental Hygiene, students go from classroom to career.

The Advancement office is being revamped and geared up to position itself to enter into the university's first ever campaign. The infrastructure is being laid, staff is onboarding, and alumni are excited to see all of the changes and progress. This current fiscal year is the most successful fundraising year in the institution's history and we have only begun to scratch the surface.

This opportunity allows for an individual to truly leave their mark on an institution and garner experience in every aspect of Advancement possible. They will be able to work alongside a visionary and fundraising savvy President, and phenomenal newly revitalized Board of Trustees.

—Marie Muhvic, Vice President for Advancement

PRIMARY RESPONSIBILITIES

The Assistant Vice President of Development will

- manage a portfolio of 150 major donors;
- in consultation with the Vice President, identify, cultivate, solicit, and steward prospective major gift donors, including individuals, corporations, and foundations;
- develop and monitor goals and metrics related to donor visits, solicitations, and gifts and pledges closed;
- plan and facilitate regular fundraiser meetings to drive strategy needed to accomplish fundraising goals;
- lead and/or advise on the development of various-sized campaigns across campus, including implementation strategies and benchmarks;
- lead and/or advise on the development and execution of priority fundraising events;
- manage day-to-day department operations in the absence of the Vice President;
- coordinate the department communication plan; and
- oversee areas of advancement as they develop (Stewardship, Planned Giving, etc.).

KEY COLLEAGUES



Marie Muhvic

Vice President for Advancement

As Vice President for Advancement, Marie is charged with garnering support to the university for operational priorities, endowment, scholarship, and capital projects. She oversees the work of Annual Giving, Major Gifts, Planned Giving, Advancement Services, and Alumni Relations. The Advancement Office strives to build lifelong relationships that engage the time, loyalty, intellectual, and financial resources of individuals in support of the University of Bridgeport's mission.



Yuet Lee

Vice President for Administration and Finance

Yuet is responsible for the university's business, financial, and administrative services. Major responsibilities include administrative services, budgeting and planning, financial accounting, endowment, and investment management. The Office is composed of Financial Services, Human Resources, Information Technology, Print and Mail Center, and Student Administrative Services.



Susan Andrews

Vice President for Marketing & Communications

Susan oversees all marketing and branding initiatives for the university with oversight of the top levels of the website, publications, social media, video, photography, and special projects. As the chief storyteller, she works with departments and units across campus to spread the word about the amazing and innovative work of the University of Bridgeport faculty, students, and alumni.



Ashley Perzyna

Chief of Staff

Ashley serves as a senior advisor to the President and coordinates the execution of university-wide initiatives, as well as special projects involving senior staff and its priorities. In addition to directing the daily operations of the President's office and resolving complex issues, the Chief of Staff also provides thought leadership to the president's strategic messaging to university stakeholders.



Kelly Campion-Socol

Director of Prospect Management & Research

Kelly is a proven Raiser's Edge professional with demonstrated success in the administration and maintenance of the data management system. She is an expert in the management of the database including but not limited to global imports and exports, creating security groups, and building configurations. She has distinguished herself by her demonstrated ability in determining best practices, creating and disseminating policies and procedures, integrating data

from other data systems, deploying business rules and training staff in the use of the system, and as a problem solving specialist with excellent process improvement skills.



Joshua Parrow
Assistant Director of Development

Josh is a skilled collegiate administrator with advanced knowledge of higher education, college athletics, development, academic program regulations, and psychology. He is a motivated and hardworking individual that has a proven history of rapid growth while maintaining a full workload. Josh uses innovative thinking, teamwork, and strong leadership qualities in his role as Assistant Director of Development and consistently inspires coworkers and students to work to the best of their ability to achieve team goals.

CANDIDATE QUALIFICATIONS AND QUALITIES

University of Bridgeport seeks an Assistant Vice President of Development with

- demonstrated success building strong major gift portfolios and closing gifts;
- successful campaign experience;
- a high level of organizational skill and attention to detail;
- highly developed written, verbal, and interpersonal communication skills;
- the ability to establish and cultivate lasting relationships;
- experience managing and coaching fundraising staff with the ability to provide leadership and direction while encouraging teamwork and interaction;
- a commitment to diversity, equity, and inclusion;
- the ability to collaborate with a diverse group of constituents;
- the ability to think strategically, to work independently, and as part of a team;
- the traits of professionalism, honesty, and trust;
- the motivation to learn and flexibility to change; and
- a creative and entrepreneurial temperament.

A bachelor's degree is required for this position as is five years of fundraising experience.

DIVERSITY, EQUITY, AND INCLUSION

The University of Bridgeport's culture of diversity embraces acceptance and respect for the differences among persons, ideas, values, and ethnicities, while affirming the uniqueness of each.

It is the policy of the University of Bridgeport to prohibit discrimination in admissions, educational programs and employment, and in the provision of services on the basis of legally protected class characteristics (unless there is a bona fide occupational qualification related to employment), or any other unlawful factor. Protected class characteristics include race, color, ethnicity, religion, age, creed, ancestry, workplace hazards to reproductive systems, sex (gender identity, gender expression, sexual harassment), marital status, civil union status, sexual orientation, genetic information, pregnancy, national origin, physical/mental/learning disability, veteran status, and any other group protected by civil rights laws.

SALARY & BENEFITS

The University of Bridgeport offers a competitive salary and benefits package.

LOCATION

The University of Bridgeport's 50-acre campus is located on the scenic Long Island Sound in southwest Connecticut, just an hour from New York City.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. Before submitting your materials, please read them over for accuracy. Review of applications will begin immediately and continue until the successful candidate has been selected.

To nominate a candidate, please contact Don Hasseltine:

donhasseltine@aspenleadershipgroup.com.

All inquiries will be held in confidence.