

**ASSISTANT VICE PRESIDENT OF DEVELOPMENT  
UNIVERSITY OF RICHMOND**

Richmond, Virginia

[University of Richmond](https://www.ur.edu/)



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

The Assistant Vice President will have broad authority to shape and grow the development program, including annual giving, major gifts, planned giving, parent giving, athletic fundraising, donor relations, and prospect research. The Assistant Vice President will be responsible for building broad-based private support for the institution through the management of integrated, comprehensive programs, and will play a key role in developing the culture of philanthropy at Richmond. The Assistant Vice President will ensure that development staff are efficiently, effectively, and productively engaged in their fundraising work, assuring that prospects are effectively cultivated, solicited, and stewarded. The Assistant Vice President will serve as a member of the Vice President's leadership team and has management responsibility for a staff of 33, of whom six are direct reports.

Located minutes from the vibrant capital city of Richmond, Virginia, the University of Richmond is a premier, private liberal arts institution that blends the intimacy of a small college with academic, research, and cultural opportunities typically found at larger universities. A comprehensive School of Arts and Sciences anchors Richmond as a nationally recognized liberal arts university. Nationally ranked business and law schools, the nation's first school of leadership studies, a celebrated international education program, and a community-focused School of Professional and Continuing Studies provide a combination of undergraduate and graduate programs that distinguish the University of Richmond in American higher education.

The power of a University of Richmond education comes in the countless endeavors that go beyond the expected, that heighten every aspect of its students' educational experience. Industry-leading financial aid ensures that talented students of all backgrounds can come together to form a transformative educational environment. Richmond guarantees every student up to \$4,000 for a summer research or internship experience.

In 2018, Richmond tied for first in the bachelor's institutions category of universities producing the most Fulbright U.S. Scholars. *U.S. News & World Report's* Best Colleges 2020 guide ranked Richmond #23 overall and #24 for "Best Value" among national liberal arts colleges. Richmond also was named to the "Most Innovative Schools" list and ranked #10 among national liberal arts colleges. *The Princeton Review* recognized Richmond as #2 for "Best Career Services" in the 2020 edition of its college guide and Richmond has again been named to *Kiplinger's Personal Finance's* list of the 400 Best College Values for 2019.

## **REPORTING RELATIONSHIPS**

The Assistant Vice President of Development will report to the Vice President of Advancement.

## **PRINCIPAL OPPORTUNITIES**

The successful candidate will join one of the nation's most respected liberal arts institutions – in a setting that combines the advantages of a small college with opportunities that contend with those of much larger institutions, including a strong Division I athletic program, a top-20 undergraduate business school, the first undergraduate school of leadership studies in the nation, a highly regarded school of law, and a school of professional and continuing studies that reaches thousands of individuals in the region each year.

The University of Richmond has just completed one of its most successful fundraising years in recent history, and the new Assistant Vice President will have the opportunity to play a key role in building on that success by leading a strong division, staffed with energetic, dedicated, and experienced development professionals. University leadership is deeply committed to further developing a program that has enjoyed considerable recent success, yet still has tremendous opportunity for growth. The University of Richmond's reputation for innovation extends to University Advancement and the successful candidate will enjoy the rare and valuable opportunity to strengthen a program that has a solid base of support and strong infrastructure in place.

## **PRIMARY RESPONSIBILITIES**

The Assistant Vice President of Development will

- lead, manage, and support a team of development and operations staff;
- in collaboration with the Vice President, agree on methods of measuring performance, and set and meet challenging targets for the team and individual members of the staff;
- in collaboration with the Vice President and the Assistant Vice President for Academic Advancement and Strategic Priorities, university cabinet members, and academic faculty, develop fundraising priorities and advance proposals in support of fundraising;
- in collaboration with the Assistant Vice President for Advancement Systems, utilize and manage a wide range of analytical tools to drive strategy, decision making, and reporting;
- work closely with the university controller's office, university counsel, and advancement leadership to craft and seek timely approval for gift agreements;
- model effective collaboration across Advancement including working with the Advancement leadership team to develop a set of shared divisional goals that include fundraising and engagement metrics;
- develop, implement, and monitor diverse fundraising programs to maximize fundraising success and meet divisional fundraising goals;
- serve on the leadership team for fundraising strategy, including the planning and implementation of a capital campaign;
- identify and maximize opportunities to positively position the university with key constituencies;
- personally manage and advance a small portfolio of high level donors and prospective donors; and
- monitor and manage all relevant budgets and expenditures, ensuring full compliance with university policies and procedures.

## KEY COLLEAGUES



**Dr. Ronald A. Crutcher**  
**President**

Dr. Ronald A. Crutcher joined the Richmond community in July 2015, having previously served as President of Wheaton College in Massachusetts for ten years. Throughout his career, Dr. Crutcher has actively promoted access, affordability, and inclusive excellence. He writes and speaks widely on the democratic purposes and civic mission of higher education; and is founding co-chair of LEAP, the Association of American Colleges & Universities' national campaign to demonstrate the value of liberal education. Dr.

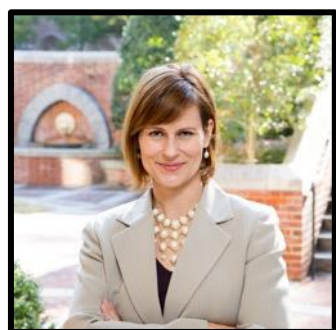
Crutcher is a Phi Beta Kappa graduate of Miami University in Ohio, and earned his master's and doctoral degrees at Yale. He serves on the boards of the AAC&U, the American Council of Education, and the Richmond Symphony. A distinguished classical musician, he currently performs as a member of The Klemperer Trio.



**Martha Callaghan**  
**Interim Vice President of Advancement**

Prior to her appointment as Interim Vice President, Callaghan served as Assistant Vice President for Development for the University of Richmond, overseeing all individual fundraising efforts for the university. She came to Richmond in 2017 following 14 years of fundraising and fundraising management at Yale University, including the Annual, Leadership, and Major Gifts offices, as well as overseeing development for the Faculty of Arts & Sciences. Callaghan has extensive experience in the direct fundraising of

major gifts as well as managing and developing fundraising teams. She began her career working in both program development and fundraising for museums in Virginia, Connecticut, and Kentucky. Callaghan is a native of Williamsburg, Virginia and an alumna of Yale, where she is an active volunteer.



**Michelle Wamsley**  
**Assistant Vice President for Academic Advancement and Strategic Priorities**

Michelle Wamsley is the University of Richmond's Assistant Vice President for Academic Advancement and Strategic Priorities. In this capacity, she works with academic leadership to identify and advance institutional funding priorities, and oversees the principal gifts program, as well as the Office of Foundation, Corporate & Government Relations. Prior to joining the University of Richmond in 2009, Wamsley spent 12 years at the University of Virginia, most recently serving as the UVA Health System's

Director of Foundation and Corporate Relations. With a background that includes annual, major gift, and grateful patient fundraising, she has presented, lectured, and trained others on topics ranging from proposal writing to healthcare philanthropy to nonprofit board development and, most recently, leading from the middle in academic institutions.

## PREFERRED QUALIFICATIONS

University of Richmond seeks an Assistant Vice President of Development with

- extensive experience in development – implementing and managing fundraising strategies;
- strong analytical skills and the ability to be creative in establishing and implementing metrics;
- a successful track record personally cultivating, soliciting, and stewarding prospects and donors at the six-, seven-, and eight-figure levels;
- a collaborative approach to leadership;
- the ability to interface with a significant number and wide diversity of people and programs to optimize performance;
- diplomacy, tact, exceptional communication and interpersonal skills, and unquestioned integrity;
- proven leadership and management skills;
- experience working through a capital campaign;
- the ability to set the tone for a department driven by values based on professionalism, productivity, responsiveness, a strong work ethic, responsibility, collaboration, open communication, mutual respect, and achievement;
- flexibility and the demonstrated ability to thrive in a complex environment, juggling numerous projects and satisfying numerous constituencies simultaneously;
- an ability to serve as a motivator and mentor to staff while increasing the level of performance and accountability;
- a strong history and track record of working effectively with volunteers, faculty, and administrators, engaging them in the life of the institution and assisting them in improving their effectiveness in all aspects of fundraising;
- a demonstrated ability to develop strategic plans, implement programs, manage and implement change;
- outstanding interpersonal and relationship building skills, excellent communication and writing skills; and
- intelligence, judgement, creativity, and courage of convictions, decisiveness, fairness, empathy, and a sense of humor.

A bachelor's degree is required for this position. At least ten years of direct fundraising experience with a proven track record of soliciting and closing gifts of \$1 million or more in a comprehensive campaign context is preferred as is an advanced degree.

## DIVERSITY, EQUITY, AND INCLUSION

The University of Richmond believes diversity, equity, and inclusion are inextricably linked to educational quality for its students. The health and vibrancy of the intellectual community depends on the rigorous and respectful exchange of different perspectives. In order to fulfill its mission to “educate students for lives of purpose, thoughtful inquiry, and responsible leadership in a diverse world,” Richmond must be a welcoming place for people from all backgrounds, identities, viewpoints, and experiences.

As a community, University of Richmond is deeply engaged in the work of *making excellence inclusive*; identifying inequities in the experiences and outcomes of students, faculty, and staff in order to address them systematically and ensure all members of our community can fully participate in the life of the institution.

## SALARY & BENEFITS

University of Richmond offers comprehensive compensation and benefits.

## LOCATION

This position is located in Richmond, Virginia. Richmond has recently been named a *Travel + Leisure* Top Destination and *National Geographic* highlighted Richmond as a top place to travel for food.

The James River was the centerpiece of Virginia's capital as a shipping and transportation hub, but today it lies at the heart of Richmond's vibrant outdoor culture. Kayakers and other thrill-seekers flock to the river to take advantage of its Class IV whitewater rapids, with excitement peaking at the boatercross and freestyle competitions of Dominion Riverrock, an annual festival celebrating Richmond's wide array of outdoor recreation. *Outside* magazine named Richmond as its 2012 "Best River Town."

Beyond the riverbanks, climbers can enjoy scaling the walls that surround the old quarry pond on Belle Isle, while hiking enthusiasts can hit the dirt of the Buttermilk and North Bank trails, which provide surprising oases of unspoiled nature in the middle of the city. Maymont Park, Byrd Park, and Lewis Ginter Botanical Gardens offer acres of outside space for reading, pick-up games, and concerts, while tiny pocket parks dot the medians and alleys of the historic Fan District.

With an abundance of visual arts, theater, and dance, Richmond is more than the political capital of Virginia — it's also the arts capital. The city's low cost of living combined with the presence of the University of Richmond and Virginia Commonwealth University's School of the Arts have encouraged the growth of an exciting, dynamic, and boundary-pushing arts community. The Virginia Museum of Fine Arts, one of the nation's top art museums, is an anchor for the community, attracting high-profile exhibitions of work by internationally renowned artists such as Dale Chihuly and Pablo Picasso; the Institute of Contemporary Art provides the city with another powerhouse museum. The city has also developed a flourishing street art scene, most notably represented by the five-year Richmond Mural Project and the colorful former GRTC bus depot, a product of the 2013 Richmond Street Art Festival.

In the performing arts, Richmond has more than half a dozen independently operating theaters, including Virginia Repertory, central Virginia's flagship professional theater, and the Richmond Triangle Players, a leading voice in the LGBT community. Richmond CenterStage, one of the city's largest performing arts organizations, offers touring and local theater, dance, and opera performances at the fully restored 1928 Carpenter Theatre, including select performances through the University's Modlin Center for the Arts. The historic Landmark Theater (formerly known as the Mosque and the site of the famous "The Kiss" photograph of teen heartthrob and musical icon Elvis) faces Monroe Park.

Richmond also has a reputation for fantastic restaurants, including one of *Bon Appetit's* top 10 new restaurants in America, and is home to over 30 craft breweries.

### **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 apply for this position, visit:*

[Assistant Vice President of Development, University of Richmond.](#)

*To nominate a candidate, please contact Floyd Akins:*

[floydakins@aspenleadershipgroup.com](mailto:floydakins@aspenleadershipgroup.com).

*All inquiries will be held in confidence.*