



**EXECUTIVE DIRECTOR OF INSTITUTIONAL RELATIONS**

**[DREW UNIVERSITY](#)**

**Location — Remote**

# DREW

The Aspen Leadership Group is proud to partner with Drew University in the search for an Executive Director of Institutional Relations.

The Executive Director of Institutional Relations will provide strategic vision and experienced leadership to Drew University's foundation, corporate, and government relations program. Working closely with faculty and senior university officials to fulfill critical funding needs, the Executive Director will partner with faculty and staff to identify opportunities and prepare requests from inquiry through post-award phases; write project-based concept papers; assist in implementing complex grants and programs; and oversee reporting requirements and budget management for current awards. The Executive Director will serve as a front-facing representative of Drew University to current and prospective funders on a national basis. The Executive Director will research, identify, evaluate, cultivate, and solicit support for institutional priorities and academic programs, focusing primarily on foundation research and grant writing with oversight of government and corporate grants as well.

Drew University, a private university located on a beautiful campus in Madison, New Jersey, was founded in 1867 as a seminary. Today, the university is comprised of the College of Liberal Arts, the Drew Theological School, and the Caspersen School of Graduate Studies, and home to more than 2,000 students. The College offers B.A. and B.S. degrees in more than 50 programs of study and offers 16 preprofessional and 18 dual-degree programs. The Theological and Caspersen schools offer M.A. and Ph.D. degrees. Drew University is proud of its one-of-a-kind, leading-edge path to an undergraduate degree that ensures every student graduates with a purpose, sought-after transferable skills, a network of mentors, and an experience-based resume, all accomplished with a 12:1 student-to-faculty ratio. Some of its most notable opportunities include the Charles A. Dana Research Institute for Scientists Emeriti (RISE), the Drew Summer Science Institute, the Center for Civic Engagement, plus New York City semesters focusing on communications and media, contemporary art, museums and cultural management, New York theatre, social entrepreneurship, Wall Street, and the United Nations. There are also several international semester programs from which to choose. Drew is home to the Center on Religion, Culture, and Conflict, the Center for Holocaust/Genocide Study, the Shakespeare Theatre of New Jersey, and the United Methodist Archives and History Center. There is a wealth of options for students to engage with one another on campus with over 90 student clubs and 22 NCAA Division III varsity sports to choose from. It is opportunities like these, and a commitment to building a community, that help to create connections between campus and alumni across the globe.

Drew University offers students a challenging and individualized education shaped by a deep-rooted culture of meaning, thoughtful engagement with the world beyond the campus, and a commitment to lifelong cultivation of the whole person. Drew prepares its students to flourish both personally and professionally as they add to the world's good by responding to the urgent challenges of our time.

As an institution committed to promoting a love of learning, Drew is proud of the many accolades bestowed upon the university community. *U.S. News & World Report* named Drew one of the best national liberal arts colleges. *The Princeton Review* has included the university on four of its prestigious lists: The Best 388 Colleges, The Best Value Colleges, Guide to Green Colleges, and Colleges That Create Futures (which only includes 50 institutions). The publication also named the university in the top 20 for race/class interaction as one of the historic leaders in this area. For three consecutive years, Drew has been named to *Fiske Guide to College's* Best Buys list—the only school in New Jersey to make the top 20. A top 10 ranking in networking from *College Magazine* and one of the nation's best kept secrets by *College Gazette* are also points of pride. *Safewise* has named Drew the third safest college town in the U.S. and the safest college town in New Jersey, and *College Consensus* includes the university in its 30 most beautiful college campuses in the fall. Drew University is also home to the 2015 Nobel Prize Winner for Medicine, William Campbell.

### **REPORTING RELATIONSHIPS**

The Executive Director of Institutional Relations will report to the Vice President for University Advancement, Bret Silver. The Executive Director will have the opportunity to assess current staffing in order to grow the program.

### **FROM THE VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT**

*Drew remains an institution of the highest academic caliber, with faculty across the disciplines in its three schools holding terminal degrees from the nation's most elite universities and dedicated to teaching and mentorship. It is no secret, however, that Drew has suffered financially during the past decade—a situation not uncommon to private liberal arts colleges whose endowment investments are inversely proportional to their quality. Since 2020, the Board of Trustees has been actively taking bold steps to repair the balance sheet, and the results are impressive. The full community—board, president, faculty, staff, and alumni—are working in concert to assure current and future success.*

*I have had the privilege of recruiting the entire advancement team since my arrival nearly four years ago. We are not a “cookie cutter” group, and we have created a staffing structure and strategic plan that are nimbly responsive to Drew's particular set of circumstances, rather than reflexively conforming to higher ed best practices. We know and respect the tradition of our profession, but we are not bound by it. Our group is characterized by quality over quantity: we are a small team by university standards, but we have hired the best in the business from across the country, and most of us have 25+ years of experience at leading institutions. Not realizing we were ahead of a huge curve, we designed the group to work remotely before the onset of the pandemic. Our strong values of communication and teamwork are based on the understanding that our work at Drew is not simple and the shared desire to move this special school in the forward direction it deserves.*

*This is an impactful moment to join a well-oiled and passionate team, and we look forward to adding a new colleague to our merry band in this important role.*

—Bret Silver, Vice President for University Advancement

## **DREW UNIVERSITY'S COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION**

Per its mission to offer its diverse community of learners a challenging and individualized education, and because it is committed to welcoming and affirming a diverse community of learners as the next generation of leaders, it is a priority for Drew University to advance efforts to provide its students—future decision and policy makers, community leaders, and educators—with access to necessary opportunities that are equitable and inclusive. Drew University's DEI Programming invests in strategic collaborations across campus to prepare the next generation of national and international leaders. By investing early, with the right tools and following best practices, Drew is committed to ensuring that rising leaders, strategic problem solvers, and critical thinkers graduate from Drew University prepared to bring Drew's values into the larger world.

### **PRIMARY RESPONSIBILITIES**

The Executive Director of Institutional Relations will

- provide ongoing leadership and vision, and set the strategy for foundation, corporate, and government relations;
- with input from deans, faculty, and other university staff, write letters of inquiry, concept papers, grant proposals, and related correspondence, and assist in the development of project budgets for foundation, corporate, and government solicitations;
- develop strategies for the stewardship of existing grants, and work closely with faculty, deans, and finance staff on the management of the post-award phase, including the implementation of complex grants and programs;
- maintain deadlines and reporting requirements on current awards and oversee tracking and data entry of all activities;
- research and identify prospects and develop and implement strategies for their cultivation and solicitation;
- keep abreast of funder interests and priorities as well as overall funding trends;
- collaborate with deans, faculty, and other university officials to develop funding ideas, establish funding priorities, and identify and cultivate new sources of institutional support for academic programs;
- coordinate and participate in both on- and off-site visits with current and prospective foundation, corporate, and government funders; and
- conduct appropriate follow-up and determine next steps.

### **LEADERSHIP**

**Bret Silver**

**Vice President for University Advancement**

Bret Silver joined Drew University as Vice President for University Advancement in February of 2019. He is a senior nonprofit administrator and institutional advancement executive with over 30 years of experience at New York City's leading universities and cultural organizations, Silver brings a long record of successful and innovative approaches to building sustainable philanthropic support, as well as a personal passion for higher education to his role as Vice President.

Prior to Drew, Silver most recently served as the Chief Strategy and External Relations Officer at Lincoln Center for the Performing Arts and, from 2011-2017, was the Vice President for Development at Barnard College, Columbia University. Prior to his time at Barnard, Silver held increasingly senior management roles at Carnegie Hall, the Whitney Museum of American Art and, from 2001 to 2011, Jazz at Lincoln Center, where he served as Chief External Relations Officer with responsibility for all development, marketing, and communications functions.

Silver is a graduate of Colgate University.

### **PREFERRED COMPETENCIES AND QUALIFICATIONS**

Drew University seeks an Executive Director of Institutional Relations with

- a commitment to the mission of Drew University—to offer its diverse community of learners a challenging and individualized education shaped by a deep-rooted culture of mentoring, thoughtful engagement with the world beyond its campus, and a steadfast commitment to lifelong cultivation of the whole person;
- experience working with a provost's office, deans, faculty, and staff, aligning their institutional priorities and academic programs with the philanthropic goals and guidelines of foundations, corporations, and government entities;
- superior writing, oral communication, and presentation skills;
- experience maintaining deadlines, monitoring grant compliance, and overseeing tracking and data entry of grant activities;
- superb organization and project management skills, attention to detail, and an ability to meet deadlines;
- strong interpersonal and intrapersonal skills and an ability to utilize active listening skills as an open-minded collaborator;
- an entrepreneurial mindset with a nimble and flexible attitude;
- discretion and a commitment to maintaining confidentiality; and
- an ability to thrive in a remote, team-focused environment.

A bachelor's degree or an equivalent combination of education and experience is required for this position as is at least eight years of experience in foundation, government, and corporate relations within higher education.

### **SALARY AND BENEFITS**

The salary range for this position is \$100,000 to \$125,000 annually. Drew University offers a comprehensive [package of benefits](#).

### **LOCATION**

The Drew University campus is located in Madison, New Jersey, 38 miles west of New York City. This is a fully remote position with occasional travel required for meetings.

## APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the mission of Drew University as well as the responsibilities and qualifications stated in the prospectus.*** Review of applications will begin immediately and continue until the successful candidate has been selected.

To apply for this position, visit: [Executive Director of Institutional Relations, Drew University.](#)

To nominate a candidate, please contact Clare McCully, [claremccully@aspenleadershipgroup.com.](mailto:claremccully@aspenleadershipgroup.com)

*All inquiries will be held in confidence.*