



DIRECTOR OF MAJOR GIFTS
HOLY NAMES UNIVERSITY
Oakland, California
[Holy Names University](https://www.holy-names.edu)



The Aspen Leadership Group is proud to partner with Holy Names University in the search for a Director of Major Gifts.

The Director of Major Gifts will be responsible for the development and management of a comprehensive, strategic major and leadership gift program focused on cultivating, soliciting, and stewarding philanthropic support from the university's alumni, parents, and friends. In leading this effort, the Director of Major Gifts will work closely with the Vice President for University Advancement, other key members of the advancement staff, and the Trustees and President of the university. The Director of Major Gifts will serve as a key member of the Vice President for University Advancement's leadership team and as a key conduit to faculty and staff at the university, using discretion, enthusiasm, and sound judgement in the implementation of Holy Names University's major gifts program.

Holy Names University strives to be a leader in innovative experiential learning committed to inclusivity and collaboration and dedicated to a more just and equitable world for everyone. Holy Names University, founded by the Sisters of the Holy Names of Jesus and Mary, is rooted in Catholic intellectual and spiritual traditions. A rigorous and inclusive intellectual community, HNU is committed to continuous improvement and provides professional and liberal arts undergraduate and graduate degree programs. The university empowers a diverse student body to think critically and imaginatively, to understand and employ the various modes of knowledge, to communicate clearly and persuasively, to pursue leadership opportunities, and to promote the common good.

HNU students can choose from fifteen bachelor's degree programs, seven master's degree programs, and four degree-completion programs (for adults). HNU has a total enrollment of 961 which includes 633 undergraduate and 328 graduate students. The student body is 64% female and 36% male and 80% students of color. 34% of current undergraduates are first-generation college students.

Holy Names University is consistently ranked as one of the most diverse universities in the country and received the highest accreditation from the Western Association of Schools and Colleges (2016 – 2024). Holy Names' campus provides a close-knit, supportive environment that allows for rigorous learning and personal development. Students experience close partnerships with distinguished faculty and learn to question, experiment, research, and sharpen professional skills that they will use throughout their lives. Students also have many chances to have fun, volunteer, assume leadership roles, and express their creativity.

REPORTING RELATIONSHIPS

The Director of Major Gifts will report to the Vice President for University Advancement, Mary Boivin-McGhee.

PRINCIPAL OPPORTUNITIES

For 150 years, Holy Names University has graduated thousands of nurses, teachers, musicians, and business leaders. Rooted in Catholic intellectual and spiritual traditions, the university empowers and prepares a diverse student body for productive lives of leadership and service in a complex world. Reflective of California's demographic trend, today a majority (80%) of the student population is ethnic minority in heritage. 66% of students come from the Bay Area and 96% from California.

The university's future over the next five years will depend on its ability to attract students to the university's mission as a private, liberal arts institution that offers the demographic described as an alternative to the state's large public university system and its ability to raise the philanthropic dollars to enhance its infrastructure and resources.

The Director of Major gifts will play a critical role in building a best-in-class advancement program to support the ultimate success of executing a five-year business plan developed by President Mike Groener and his Cabinet and the Board of Trustees. The university seeks an experienced, entrepreneurial, and strategic development professional to partner with the Vice President for University Advancement to build a comprehensive advancement program at Holy Names; someone who would relish the opportunity to build a thriving and sustainable major and leadership gifts program from the ground up; who can collaborate with advancement colleagues, and build partnerships across the university with faculty, staff, and volunteers to build a major and principal gifts portfolio and prospect pipeline; who is skilled in designing cultivation and solicitation strategies and working with faculty and institutional leadership to identify key fundraising priorities; who will hire, mentor, and manage a Major Gifts Officer and who will partner with the Vice President for University Advancement to identify and design cultivation and solicitation strategies for a pool of principal gift prospects for the President and senior institutional leaders.

The opportunity to build a program, in an educational community with a proud history, a worthy mission, and a plan to make the changes necessary in a challenging time for small, independent colleges who serve the common good is compelling. The successful candidate will make a profound difference at Holy Names University.

– Mary Boivin-McGhee, Vice President for University Advancement

PRIMARY RESPONSIBILITIES

The Director of Major Gifts will

- lead the effort to develop a major and leadership gifts prospect pool;
- partner with the Director of Advancement Services and Prospect Research to establish a prospect tracking system;
- supervise the major gifts staff;
- meet dollar and activity metrics as set with the Vice President for University Advancement;
- assist in the development of priorities for programmatic and capital philanthropic support;
- develop gift strategies for major and leadership gift prospects, working closely with the Vice President for University Advancement and institutional leadership as appropriate;

- in collaboration with the Vice President for University Advancement, recommend strategies to the President and Provost to maximize funding from individuals in support of HNU's key initiatives;
- produce well-written, accurate, and timely follow-up and related correspondence such as contact reports, cover and thank you letters, e-mails, reports, briefings and proposals in support of cultivating, soliciting, and stewarding individual donors;
- work closely with the Director of Advancement Services and Prospect Research to expand and rate the major and leadership gifts prospect pool;
- carry a personal portfolio of 125-150 leadership gift prospects;
- work closely with the Annual Giving program to coordinate solicitations;
- maintain a working knowledge of planned giving techniques and assist in the management of planned giving efforts;
- assist in writing proposals for prospects as necessary;
- participate as an active member of the Office of University Advancement, sharing information and collaborating with colleagues in a respectful and professional manner; and
- serve as a member of the Vice President for University Advancement's leadership team.

UNIVERSITY LEADERSHIP



Michael Groener
President

Michael Groener was appointed President of Holy Names University in March of 2019, after having served as Interim President since November of 2017. Groener joined Holy Names University as Vice President for Finance and Administration in July of 2016.

Groener has more than thirty-five years of experience working at the vice president level in higher education finance and administration. Prior to joining HNU, Groener served as CFO and Vice President of Finance at Drew University in Madison, New Jersey, where he oversaw finance and business affairs, human resources, IT, and risk management. He chaired a strategic planning process and oversaw development and implementation of a short-term strategic financial plan to attain institutional financial sustainability over a four-year period; and, established a financially beneficial joint-venture partnership for a pathway program for international students interested in matriculating at Drew.

At Occidental College in Los Angeles, California, he served as Vice President for Administration and Finance and oversaw finance and business affairs, budgeting, human resources, campus safety, facilities management, hospitality services, and risk management. He revamped the endowment spending policy to mitigate short-term market effects; oversaw the planning and construction of two new buildings and the renovation of many other campus facilities; and, developed a rolling five-year replacement and renewal schedule to address deferred maintenance.

During the 1980s and 1990s, Groener served as Vice President for Business and Finance, and Treasurer, at Claremont University Center of the Claremont Colleges in Claremont, California, where he oversaw financial and administrative functions serving all the colleges in the consortium and served as Chief Business Officer of Claremont Graduate University.

Groener received his Bachelor of Science degree in Economics from California State Polytechnic University, Pomona, and his Executive MBA from Claremont Graduate University.

KEY COLLEAGUES



Mary Boivin-McGhee
Vice President for University Advancement

Mary Boivin-McGhee is Vice President for University Advancement, responsible for building a culture of philanthropy at Holy Names University and expanding the base of donor support from alumni, friends of the university, corporations, foundations, and government funding sources.

Boivin-McGhee serves as the chief fundraising officer for Holy Names University. She oversees management, planning, and budgeting of the university's advancement enterprise including alumni relations and the implementation of strategic and sustainable fundraising strategies in support of the university's core mission.

An accomplished fundraising executive with 35 years of fundraising experience, she joined HNU in October 2019. Prior to joining HNU, she served as Senior Director of Development for the UC Davis School of Medicine, as Senior Major Gift Officer at IIT in Chicago and was Director of External Affairs and Chief Development Officer for the Chicago Foundation for Women.



Dr. Sheila Smith McKoy
Provost and Vice President for Academic Affairs

Dr. Sheila Smith McKoy's responsibilities as Provost and Vice President for Academic Affairs commenced on July 1, 2019. Dr. McKoy was drawn to Holy Names University by its mission, vision, and goals, including its commitment to inclusivity and collaboration and its dedication to a more just and equitable world for everyone. Her accomplishments are testimony not only to her effective leadership abilities but also to her personal commitment to diversity, inclusion, and social justice.

Dr. McKoy brings to HNU over 23 years of extensive academic and administrative experience at Vanderbilt University, North Carolina State University, and most recently Kennesaw State University in Georgia. Her academic focus is English, earning her bachelor's degree from North Carolina State, her master's degree from University of North Carolina, and her PhD from Duke University. Her administrative experience includes serving as both a department chair and a center director and her accomplishments at both NC State and Kennesaw State led to advancing both academic programs and the delivery of service in the centers she oversaw. Her experiences and accomplishments both as an academician and academic administrator have prepared her well to serve as Holy Names University's chief academic officer.



Kelsey Lindquist
Director of Alumni and Donor Relations

Kelsey Lindquist became HNU's Director of Alumni and Donor Relations in October 2019. Lindquist has been with Holy Names since 2015, most recently as Director of Annual Giving. Prior to HNU, she held donor relations and alumni communications roles at UC Berkeley and at her alma mater, Mills College.

Lindquist's work involves sustaining cherished HNU traditions, while also developing new opportunities for alumni to engage with the university and

each other. She directs alumni volunteers, and collaborates with Student Affairs, Admissions, Campus Ministry, Athletics, and other campus departments to help alumni productively serve and be served by HNU. Lindquist also oversees the university's donor recognition efforts.



Barbara Jones

Director of Advancement Services and Prospect Research

Barbara Jones came to Holy Names in December 2019. As Director of Advancement Services and Prospect Research, she manages the alumni and donor database and helps to identify new sources of philanthropic support for the university. She also oversees all gift processing, receipting, and acknowledgement functions at Holy Names, and ensures it is in compliance with IRS rules & regulations in this area.

Before joining HNU, Jones directed advancement services at California College of the Arts in Oakland and San Francisco for over 16 years. She holds a BA in art history from UCLA and an MS in information systems with a focus on security from the University of San Francisco; she is also a proud returned Peace Corps volunteer.



Laura Lyndon

Vice President for Student Affairs

Laura Lyndon has occupied a number of roles at colleges and universities that share a focus on student success including Brandeis University where she served as Assistant Dean and Harvard University where she coordinated undergraduate studies.

An American Studies major in college, Lyndon is living proof that one's undergraduate major does not have to be a direct match to one's eventual career path, which is why she enjoys helping students explore their interests and passions at Holy Names University.

Lyndon received her bachelor's degree from Wellesley College and her master's degree in Higher Education from Harvard University. She anticipates receiving her Doctor of Education from Saint Mary's College of California in 2022.



Sister Carol Sellman, SNJM

Vice President for Mission Integration

Carol Sellman is an alumna of Holy Names University, having earned her BA, an elementary teaching credential, and a Master of Music degree in music education with a Kodály emphasis. After her sophomore year at College of the Holy Names (now Holy Names University) Carol entered the community of the Sisters of the Holy Names of Jesus and Mary. After more than twelve years of teaching elementary school and serving the SNJM Province in southern California, Sr. Carol returned to Holy Names College in 1983, beginning her 37 year tenure in various administrative positions, which included service in the Office of Advancement where she founded the University's Legacy Society and helped to establish many of HNU's endowed scholarship funds.

Currently, Sr. Carol serves as the Vice President for Mission Integration, a position she has held since 1999. In this capacity she supervises the Campus Ministry office and the Preparatory Music department. She also assists the President in enabling the charism, mission, and philosophy of the Sisters of the Holy Names

to be vital and operational in the University and promotes the Catholic, Holy Names identity and consequent mission of the University among faculty, staff, students, and the diocese of Oakland. Sr. Carol remains a valuable partner to the Advancement Office and currently oversees endowed scholarship stewardship efforts.

PREFERRED QUALIFICATIONS

Holy Names University seeks a Director of Major Gifts with

- working knowledge of advancement related data base systems (Raiser's Edge or equivalent);
- excellent interpersonal and communications skills;
- a demonstrated ability to cultivate, solicit, and steward major gifts;
- high professional and ethical standards for handling confidential information;
- an ability to organize and complete multiple tasks simultaneously;
- an ability to pay attention to detail and to meet deadlines;
- flexibility, creativity, and initiative;
- superior listening skills;
- strong written, planning, and management skills;
- a demonstrated history of being a team player with the ability to work collaboratively with colleagues in Advancement and throughout the university; and
- a strong belief in and respect for the mission of Holy Names University.

A bachelor's degree is required for this position as is major gifts experience. At least five years of increasingly responsible advancement experience, preferably in an educational setting, is preferred.

DIVERSITY, EQUITY, AND INCLUSION

Holy Names University is consistently ranked as having one of the most diverse student populations in the nation. About 80% of the university's students are from under-represented ethnic backgrounds in higher education and its student body represents over 30 nations. Holy Names University is a living lab of how a diverse community can come together, and celebrate similarities and differences. It is a community that reflects where it lives and works.

As set forth in the university's mission statement, Holy Names University is committed to the full development of each student, and empowering a diverse student body for leadership and service in a diverse world. Holy Names University is a center of rigorous teaching and scholarship in the Catholic tradition and serves as a model of diversity promoting cultural competency.

The university has determined that emphasizing diversity as a matter of institutional policy is an integral component of educational excellence. Student learning is greatly enhanced in a diverse educational environment, and as such students are better prepared to become active participants in a pluralistic, democratic society once they leave such a setting. Holy Names University has traditionally fostered inclusion and openness in the institutional planning process. Achieving and engaging diversity among students, faculty, and staff is a cornerstone of that tradition and Holy Names University's institutional policy. The university's [strategic plan](#) has incorporated the continuing goal to explore, appreciate, and critically engage the meaning and dimensions of diversity within the multicultural community.

Consistent with this strategic plan, the university will continue to recruit, admit, retain, and graduate students who meet the university's requirements for academic success and who bring to the university a variety of talents, backgrounds, experiences, and personal characteristics, including but not limited to

race and ethnicity, gender, sexual orientation, religion, socioeconomic background, age, disability, and geographic origin. The means of achieving and promoting this diversity shall remain flexible, and the manner in which race, ethnicity, and gender are to be considered shall meet standards evolving in federal and state law.

SALARY & BENEFITS

Holy Names University offers a competitive salary and comprehensive benefits.

LOCATION

Holy Names University is located on sixty wooded acres in the Oakland hills of Northern California. The unique location offers a breathtaking, panoramic view of Oakland, San Francisco, and the Bay. Nestled among the hills, the campus provides a safe haven and an extremely beautiful study atmosphere. At the same time (BART) makes it easy to reach museums, sporting events, and world-class performing arts within minutes. Convenient day-long or weekend trips may be made to Yosemite National Park, the Sierra Gold Country, Lake Tahoe, Monterey Bay and Carmel, and to the Napa Valley and Sonoma County wineries. Parks surrounding the campus offer numerous opportunities for hiking, horseback riding, or bicycling. The Bay Area's climate reflects its coastal location. The winter months are temperate, fall and spring offer sunny and clear days, and the summers provide foggy early mornings and sunny, breezy afternoons. Any time of year is perfect for work or leisure.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. ***Cover letter should be responsive to the mission of Holy Names University.*** Holy Names University welcomes applications from candidates that mirror the diversity of the university's student body. Review of applications will begin immediately, and will continue until the successful candidate has been selected.

To apply for this position, visit:

[Director of Major Gifts, Holy Names University.](#)

To nominate a candidate, please contact:

Tim Child timchild@aspenleadershipgroup.com or Ivan Adames at ivanadames@aspenleadershipgroup.com.

All inquiries will be held in confidence.