



**EXECUTIVE VICE PRESIDENT, SHEPHERD UNIVERSITY FOUNDATION**

**[SHEPHERD UNIVERSITY](#)**

**Shepherdstown, West Virginia**



The Aspen Leadership Group is proud to partner with Shepherd University in the search for an Executive Vice President, Shepherd University Foundation.

The Executive Vice President, Shepherd University Foundation will assume the overall management, strategic leadership, and full responsibility of chief executive officer of the Shepherd University Foundation while serving as chief development officer for the University. In this role, the Executive Vice President will assume responsibility for leading all fundraising activities including targeted and comprehensive campaigns with oversight for donor relations and stewardship, corporate relations, alumni relations, annual giving, major gifts, advancement research, communications, and social media. In addition, the Executive Vice President will manage all Foundation accounting operations and internal and external reporting for investments, custodial accounts, and charitable gifts to the Foundation for the benefit of Shepherd University.

Since 1871, Shepherd University has grown to become a regional leader as a public liberal arts college. Nestled high above the Potomac River in West Virginia's oldest town, the beautiful campus is home to more than 3,100 students, most of whom come from in-state or surrounding Maryland, Virginia, Washington, D.C., and Pennsylvania. Shepherd offers more than 80 programs of study and boasts a 14:1 student to faculty ratio. Currently offering seven undergraduate degrees and six masters, the University is also a military-friendly campus as a broad partner in the U.S. Department of Veteran Affairs Yellow Ribbon Program, with more than 120 veterans and dependents enrolled. As an NCAA Division II member of the Pennsylvania State Athletic Conference, Shepherd fields 15 athletic teams and offers more than 100 clubs and organizations, many with a focus on student community service. Being only 65 miles from Washington, D.C. and Baltimore, Shepherd offers a variety of internship and job opportunities in national and international industries.

Shepherd University is a service focused community of learners viewed as the regional center for academic, cultural, and economic opportunity. The guiding tenets of teaching, scholarship, and learning are integrated across the University. With core values centered around meaningful engagement with all ideas and people, Shepherd strives to be transparent at all levels. Through implementation of innovative programs and initiatives, it delivers on the aim to prepare graduates to think broadly and critically while actively engaging in civic service and global citizenship. Shepherd University has a proud history of outstanding faculty. Since 1987, 12 faculty members have been named as West Virginia Professor of the Year, or finalists for this prestigious award, the most recent in 2019.

In its 60<sup>th</sup> year, Shepherd University Foundation supports Shepherd University with a mission to ensure educational opportunities for deserving students and to enhance the academic excellence of the University. Led by the Executive Vice President, and governed by a volunteer Board of Directors, the Foundation strives to raise support for the students and faculty of Shepherd University. From its beginnings as a small collaborative effort by university leaders, the Shepherd University Foundation has grown to have an impressive endowment, currently over \$32 million. The University's significant growth over the past three decades speaks to the commitment and dedication of not only Foundation directors, but also the Shepherd community of alumni and supporters.

## REPORTING RELATIONSHIPS

The Executive Vice President will report to Christopher S. Colbert, '95, President, Shepherd University Foundation, and the Foundation Board of Directors. The Executive Vice President will partner with Dr. Mary J.C. Hendrix, University President and the Board of Governors, and will serve on the President's Executive Leadership Team. The Executive Vice President will oversee a team of ten.

### FROM THE PRESIDENT, SHEPHERD UNIVERSITY FOUNDATION

*As the Shepherd University Foundation's Executive Vice President of 25 years retires to pursue new adventures, we begin an exciting search for an inspired, strategic, relationship-focused, team-based colleague and leader who will build on our successes over the past decades. With assets of \$60 million and an endowment of \$32 million, a professional staff of ten with established best practices and compliance-based office systems, the Foundation is ready to excel!*

*Celebrating 60 years of service for the benefit of Shepherd University, the Foundation's mission is to ensure educational opportunities for deserving students and to enhance the academic excellence of Shepherd University. It is an excellent time for an infusion of energy and new ideas! Our alumni and friends are loyal and primed for more engagement. Shepherd's President, Dr. Mary J.C. Hendrix '74, continues to promote academic excellence and an innovative spirit to current and prospective students, collaborative partners, and the greater community. The Foundation's Board of Directors is entrepreneurial, and the University's Board of Governors is actively engaged and appreciative of the Foundation's significant role in the future of the University.*

*The next Executive Vice President for the Shepherd University Foundation will be a strategic and innovative leader, working collaboratively with the Foundation Board of Directors and the Shepherd University President and her Executive Leadership Team. Serving as the chief fundraiser for the University as well as the chief executive officer of the Foundation requires prior experience and success in fundraising and development, financial and investment reporting and management, organizational strategy, and leadership. The successful candidate will be comfortable building relationships with donors and volunteers as well as working with financial and legal advisors, special event management, marketing and communications publications, and social media.*

*With an exceptional location, Shepherd University, established in 1871, has excelled as a public liberal arts institution of higher education for over 150 years. Shepherdstown is a quaint historical town known for its artists, musicians, craftspeople, and eclectic dining. With an abundance of natural beauty and exceptional outdoor recreational activities within walking distance, we can offer a work-life balance, welcoming colleagues and neighbors, and provide an opportunity to make a real difference as Shepherd students succeed.*

*As our next Executive Vice President of the Shepherd University Foundation, you will be crucial to maintaining our donors' trust and expanding our culture of philanthropy. You will play a vital leadership role with the opportunity to make a great impact. I look forward to receiving your application and to working alongside you as we honor our past and create a prosperous future.*

—Christopher S. Colbert, '95, President, Shepherd University Foundation

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

Shepherd University is committed to addressing issues of access and climate for individuals who might encounter barriers for a variety of personal experiences, values, and world views that arise from race, ethnicity, gender identities and expressions, sexual orientation, age, religion, language, abilities, veteran status, citizen status, socioeconomic status, nationality, and more. Shepherd values increasing diversity and the expression thereof in myriad forms.

The University is accountable for the identification and elimination of barriers that reinforce inequalities and privileges generated by historical and persistent intersecting differences. Shepherd University provides fair treatment, access, learning opportunities, and advancement for all students, faculty, and staff in every stage of Shepherd's education and career development. Shepherd is working actively to challenge and respond to bias, harassment, and discrimination in programs, policies, and practices.

Shepherd University believes in the generation of respect for and shared dignity in learning, working, living, and social environments where any individual or group can grow intellectually, participate inclusively, and feel welcome, respected, supported, and valued by sharing their words and actions. Shepherd commits to pursuing deliberate efforts to ensure that its campus is a place where differences are welcomed and included.

### **PRIMARY RESPONSIBILITIES**

The Executive Vice President, Shepherd University Foundation will

- serve as the chief executive officer of the Foundation, representing the organization internally and externally;
- serve on the President's Executive Leadership Team;
- work collaboratively with and in support of the University President, Board of Governors, and Executive Leadership Team;
- staff the Board of Governors' Development and Academic Affairs Committee;
- ensure the fiscal integrity of the Foundation including providing accurate financial reports, managing the annual independent financial audit, operating within budgets, and communicating regularly with Board leadership;
- manage all financial and investment programs of the Foundation, including acting as fiduciary manager of the Robert C. Byrd Center for Congressional History and Education and the Scarborough Society;
- manage all financial reports, audits, and required state and federal reporting;
- manage the alumni and gift database and accounting operating systems, overseeing all gift processing, alumni and friends database management and records maintenance, and written operational policies and procedures;
- develop, implement, and manage targeted fundraising plans and programs including annual giving, major gifts, endowments, and planned gifts across all constituencies;
- work in collaboration with athletic fundraising, providing a wide range of staff and system support;
- manage a prospect management system to effectively qualify, cultivate, solicit, and steward donors, supported by lead staff members;
- manage a personal portfolio of prospects, with an emphasis on major and planned gifts;
- manage and ensure a strong stewardship and donor relations plan and program, supported by lead staff members;

- manage and ensure an effective communication plan and program including publications, public relations, website, and social media with quarterly reviewed metrics and goals, in full collaboration with the University Communications Office;
- develop and manage a variety of special events, donor and volunteer cultivation activities, and giving societies, supported by lead staff members;
- oversee and manage the University's alumni relations program, ensuring effective plans and implementation, supported by lead staff members;
- hire, retain, and develop a professional staff of Foundation and University employees, with annual performance evaluations and established goals; and
- represent the Foundation through speaking engagements with regional community service organizations and others to inspire support for higher education.

## LEADERSHIP

### **Christopher S. Colbert, '95**

#### **President, Shepherd University Foundation**

Chris Colbert grew up in Shepherdstown and earned his Bachelor of Science in Sociology in 1995 from Shepherd University. After serving several years in law enforcement, Colbert began his career in banking, ultimately working in his current position as a Senior Vice President and Commercial Loan Officer at United Bank, managing a portfolio of over \$350 million. He chaired the 2012 United Bank Leadership Development Program consisting of 40 United Bank leaders throughout West Virginia, D.C., Maryland, Ohio, and Virginia.

Colbert has remained an avid supporter of the Shepherd community. In addition to serving as the President of the Shepherd University Foundation, he is a founding and current Board Member of the Shepherd University Athletic Club and past President of the Alumni Association Board of Directors. Colbert is also an engaged member of the Eastern Panhandle of West Virginia community. He is the past President of the Jefferson County Chamber of Commerce and has served on many other boards in the surrounding area.

### **Dr. Mary J.C. Hendrix, '74**

#### **President, Shepherd University**

Dr. Mary J.C. Hendrix is Shepherd University's 16th president and is the first graduate to lead the school in its history. Hendrix earned her B.S. from Shepherd in pre-med/biology and her Ph.D. from George Washington University in anatomy. From 1977-1980, she was a National Institutes of Health Postdoctoral Research Fellow at Harvard Medical School in the department of anatomy and cell biology. In 1996, Shepherd presented her with the Doctor of Science honorary degree. She became a leading scientist in cancer research, with a focus on identifying genes that contribute to cancer — with a goal of discovering new therapeutic strategies to inhibit metastasis.

Hendrix is currently on the Board of Directors at the Annenberg Center for Health Sciences; she chairs the National Disease Research Interchange Board, which is funded in part by NIH; she serves on the Board of Directors for Research!America, a not-for-profit public education and advocacy alliance working to make health research a higher national priority; and she also serves on the Chicago Council for Science and Technology, and the Executive Advisory Board for Northwestern University Center of Cancer Nanotechnology Excellence. Hendrix chairs the Board of TaiRx US, Inc.; and is a member of the Board of Directors of Meritus Medical Center. She retains an Adjunct Professorship at the Robert H. Lurie Comprehensive Cancer Center at Northwestern University.

Before coming to Shepherd, Hendrix was President and Chief Scientific Officer of the Stanley Manne Children's Research Institute at Ann & Robert H. Lurie Children's Hospital of Chicago and Northwestern University's Feinberg School of Medicine (2004-2016). Prior to that, she held various positions at The University of Iowa (1996-2004), St. Louis University Health Sciences Center (1994-1996), and The University of Arizona (1980-1994). From 1985-1994, Hendrix served as a commissioner on the Arizona Biomedical Research Commission (formerly the Arizona Disease Control Research Commission), an arm of the Arizona Department of Health Services that provides grants for research and education in the state.

Hendrix has been a member of the National Institutes of Health (NIH) Council of Councils, the National Human Genome Research Institute Council, and the National Cancer Institute (NCI) Board of Scientific Advisors. She is a Past-President of FASEB (Federation of American Societies for Experimental Biology) consisting of more than 130,000 members—the largest coalition of biomedical research societies in the United States. She has testified before Congress numerous times in hearings regarding the budgets of the National Institutes of Health, Department of Defense, and National Science Foundation, and about human embryonic stem cell research. She also served as a co-founder and co-director of the Virtual Naval Hospital, a digital medical library created to provide critical information to service personnel deployed at remote sites, which was adopted by the navies of four countries.

Hendrix has written more than 280 publications on biomedical research and holds 16 patents in the space of cancer diagnostics and therapy. She is the recipient of numerous awards, including a 2002 MERIT Award from the National Cancer Institute, the 2003 Distinguished Achievement Award, Celebration of Excellence Among Women, from The University of Iowa, the 2004 Australian Society for Medical Research Lecturer and Medal Recipient for research and advocacy, the 2006 Distinguished Women in Medicine and Science Award, from Northwestern University Feinberg School of Medicine, the 2006 Henry Gray Award by the American Association of Anatomists that recognizes unique and meritorious contributions to the field of anatomical science, the 2008 and 2012 Princess Takamatsu Cancer Research Lecturer Award in Japan, the 2012 Princess Takamatsu Memorial Lectureship from the American Association for Cancer Research, and the 2014 Vision and Impact Award from the Regional American Committee for the Weizmann Institute of Science.

### **PREFERRED COMPETENCIES AND QUALIFICATIONS**

Shepherd University seeks an Executive Vice President, Shepherd University Foundation with

- a commitment to the mission of Shepherd University—to serve as a diverse community of learners and a gateway to the world of opportunities and ideas;
- excellent communication skills, diplomacy, honesty, integrity, enthusiasm, and perspective;
- an ability to plan, execute, and successfully complete targeted and comprehensive fundraising campaigns including a track record of soliciting and closing gifts with significant institutional impact;
- experience interpreting and analyzing financial and investment statements as well as managing financial reports, creating budgets, and managing databases and gift entry;
- an ability to interpret, apply, develop, and update non-profit fiscal management operating protocols and procedures;
- strong interpersonal skills required for donor, alumni and volunteer relations, cultivation, and stewardship;
- experience identifying, cultivating, and soliciting individual and institutional prospects; and
- an ability to work independently, exercising judgment, diplomacy, leadership, time management, and integrity.

A bachelor's degree is required for this position as is at least seven years of progressive leadership experience within a non-profit foundation or similar organization.

### **SALARY AND BENEFITS**

Shepherd University offers a complete salary and comprehensive package of benefits including TIAA retirement, health insurance, personal days, sick days, and paid holidays.

### **LOCATION**

Shepherd University is situated in the Shenandoah Valley, on the banks of the Potomac River, in historic Shepherdstown, West Virginia. The oldest town in the state, Shepherdstown is a quaint university community, with the town and campus combining to offer a unique learning-living environment. Located in the Eastern Panhandle of West Virginia, Shepherdstown is within 20 miles of nearby Maryland, Pennsylvania, and Virginia. It is only 65 miles from the metropolitan areas of Washington, D.C. and Baltimore, Maryland. Within a short hike or drive of the campus are such well-known historic landmarks as Harpers Ferry and the Antietam Battlefield. Across the Potomac River from the campus is the Chesapeake and Ohio Canal National Historical Park. The C&O Canal National Historical Park, developed along the towpath of the old canal, is a beautiful recreational sanctuary, extending 184.5 miles from Cumberland, Maryland, to Georgetown, in the nation's capital. Richmond and Williamsburg, Virginia, as well as New York and Philadelphia, are all within a few hours drive of Shepherdstown.

### **APPLICATION INSTRUCTIONS**

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the mission of Shepherd University as well as the responsibilities and qualifications stated in the prospectus.*** All inquiries will be held in confidence.

*To apply for this position, visit:*

[\*Executive Vice President, Shepherd University Foundation, Shepherd University.\*](#)

*To nominate a candidate, please contact Don Hasseltine:*

[\*donhasseltine@aspenleadershipgroup.com.\*](mailto:donhasseltine@aspenleadershipgroup.com)