**Senior Director of Institutional Advancement**

The Cleveland Institute of Art is seeking a qualified individual to join our team as a full-time Senior Director of Institutional Advancement. The Senior Director serves in the Institutional Advancement office of the College and reports to the Vice President of Institutional Advancement + External Relations. Under the supervision of the Vice President of Institutional Advancement + External Relations this position strategically identifies, engages, cultivates, solicits, and stewards individual prospects, foundations, corporations, and governmental entities and elected officials to secure philanthropic support to CIA’s operations, capital projects, special projects, and endowment. The Senior Director of Institutional Advancement works closely with the Advisory Board to secure their personal philanthropic support of CIA, as well as to leverage their influence in the donor community to attract additional support.

The Senor Director of Institutional Advancement will be a creative thinker with excellent budgetary, verbal, and writing skills; be well-versed in grant writing and reporting; and be sensitive to donor guidelines and funding options. Needs to have the ability to motivate, educate, and manage diverse constituencies, both internal and external to the College.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

* Serves as prospect manager for a pool of planned giving prospects and donors, and serves as a resource to the fundraising team for all matters pertaining to planned gifts and engages outside counsel on complex gifts as needed.
* Serves as a frontline fundraiser and prospect manager for assigned portfolio of donors and prospects to secure outright philanthropic support for CIA operations, special projects, capital and endowment. Plans, schedules and completes personal solicitations in accordance with assigned fundraising goals.
* Supervises Directors of Annual Giving + Stewardship, Foundation + Governmental Relations; and the Advancement Associate to ensure consistent, high-quality interactions between CIA and all of its donor segments.
* Drafts high-level presentations specifically in support of presidential prospect relationships and cultivating future funding opportunities. Coordinates presentations to individuals and groups regarding philanthropic support of the College, and assists in the preparation of articles for various CIA publications.
* Works with faculty and administration to conceptualize and package routine and special fundraising opportunities to attract sustained and new support, including early-stage budget development. Initiates and leads periodic meetings with fundraising staff to present and explore these new and developing funding opportunities.

**QUALIFICATIONS**

* Excellent communication skills (written, oral, presentation, and interpersonal) and the ability to effectively communicate with a broad range of constituents including donors and prospects, board members, College leadership, faculty, and staff.
* Detail oriented, highly organized, and able to prioritize work in a fast-paced office setting.
* Knowledge of best practices with regard to donor relations, stewardship, grants management, and gift processing.
* Knowledge of effective prospect management and research.
* Knowledge of and passion for the College’s mission and educational philosophy, and focus on meeting operating/capital needs and fundraising goals.
* Deep understanding of higher education programming and environment, including how curriculum and public programming reflect and drive the institution's mission.
* Resourceful in finding and accessing information and incorporating it into various grant proposals, reports, talking points, and other communications to external audiences.

**EDUCATION & EXPERIENCE**

* Bachelor’s degree; graduate degree preferred.
* 7 to 10 years progressively responsible fund-raising experience

**Compensation**

This is a full-time exempt position. Compensation is commensurate with experience and qualifications. Cleveland Institute of Art offers a benefit package including; vacation, sick, personal time accrual as well as additional time off while the college is closed during winter break; health and dental insurance, life and disability insurance, 403B retirement contribution, tuition remission, free campus parking, and inter-museum council discounts.

**Review of applicants will begin May 2, 2022 and will continue until position is filled.**

Cleveland Institute of Art (CIA) is committed to increasing diversity in our community and

actively pursues individuals from all backgrounds. Additionally, CIA complies with all

applicable federal, state and local laws and provides equal opportunity in all educational programs and activities, admission of students and conditions of employment for all qualified individuals regardless of race, color, sex, religion, age, disability, sexual orientation, protected veteran status, gender identity or national origin.

**ABOUT CIA**

The Cleveland Institute of Art is one of the nation's leading accredited independent colleges of art and design. Since 1882, the college has been an educational cornerstone in Cleveland, Ohio, producing graduates competitive as studio artists, designers, photographers, contemporary craftspeople, and educators.  With approximately 600 students, CIA offers a personal educational experience with the benefits of a larger institution. Students choose from 13 majors and live and work in Cleveland’s University Circle, one of the country’s most unique cultural centers – recently named by *USA Today* as the “Best Arts District” in the country.

The mission of CIA is to cultivate creative leaders who inspire people, strengthen communities, and contribute to a thriving and sustainable economy through an innovative education in art and design.  Visit our website at: [www.cia.edu](http://www.cia.edu)

**CIA Vaccination Requirement Notice**

Cleveland Institute of Art (CIA) is committed to protecting our students, employees, and our communities from COVID-19. Toward that goal, and in consideration of guidance released by the state of Ohio, the U.S. Centers for Disease Control and Prevention (CDC), and a variety of public health authorities and professional organizations, CIA has implemented a vaccination requirement policy for its students and employees.

All employees are required to receive the Covid-19 vaccination as determined by CIA and provide proof of their fully vaccinated status upon hire.

Reasonable Accommodation: Employees in need of an exemption from this policy requirement due to a medical reason, or because of a sincerely held religious or moral belief must request a Request for Exemption form from Human Resources to begin the interactive accommodation process after an official offer of employment is accepted. Accommodations will be considered and/or granted where they do not cause CIA undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this notice to Human Resources at [hr@cia.edu](mailto:hr@cia.edu).