



## Assistant Vice President of Philanthropy Services Santa Clara University

Santa Clara, California  
[scu.edu](http://scu.edu)

*Santa Clara University has partnered with Lindauer, a global search and talent firm, to conduct this search. To apply, please submit your resume on the [Lindauer website](#).*

*Please contact the Lindauer team leading this search if you have questions or would like to make a nomination or a referral:*

[Chandra Montgomery, Senior Consultant + Director, Equity and Inclusion Practice](#)  
[Misa Kabashima, Consultant](#)

### ***The Opportunity***

Holding the distinction of being the oldest operating institution of higher learning in California, Santa Clara University (SCU) opened its doors in 1851. Inspired by the Jesuit philosophy of *magis* —the value of striving for ever-higher levels of achievement for the common good — SCU today aspires to a far greater role in building a more humane, just, and sustainable world. Located in the heart of Silicon Valley, Santa Clara offers a rigorous and holistic education that embodies Jesuit values and reflects the region's renowned culture of innovation.



**Video | Hiring with Mission:  
Having a Positive Impact through Your Work and Career**

SCU seeks a seasoned, creative leader to serve in the role of Assistant Vice President of Philanthropy Services (AVP). The AVP will join SCU at an exciting time as the University celebrates the successful conclusion of its \$1 billion campaign, [Innovating With A Mission](#), and sets its sights on the next milestone moment. The incoming AVP will be charged with leading a robust and efficient Philanthropy Services team. In this critical leadership role, the AVP will ensure that donor expectations are exceeded and the appropriate advancement infrastructure is in place to elevate University Relations.

Reporting directly to the Senior Associate Vice President for Principal Gifts and Development and serving as an active contributor of the Senior Management team, the AVP will oversee a team of 30 full-time employees, across the areas of advancement services, campaigns, donor relations, and prospect management and analytics. The newly appointed leader will play a vital role in educating internal partners on philanthropic best practices and in ensuring the division successfully utilizes the viewpoints, expertise, and strengths of the Advancement Services team.

The AVP should bring a track record of creating efficient and effective systems, expertise in advancement services best practices, and an ability to inspire the team to reach their highest potential. Forward-thinking leaders who value community, transparency, collaboration, and high performance will thrive at SCU. A strong team advocate, the AVP will possess superior communication, strategic vision, and relationship-building skills.



## Santa Clara University

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[Santa Clara University](#) is a comprehensive Jesuit Catholic university located in California's Silicon Valley, offering its 8,800 students rigorous undergraduate curricula in arts and sciences, business, and engineering, plus Master's, Ph.D., and law degrees.

SCU is consistently recognized as one of the top universities in the nation, including being ranked among the top 10% and top 15% of universities (respectively) by [Forbes](#) and [U.S. News and World Report](#). Distinguished by its high student-retention rate, Santa Clara University is California's oldest operating institution of higher education. The University is focused on creating an academic community that educates citizens and leaders who will build a more just, humane, and sustainable world.

University Relations builds Santa Clara University's excellence and character by strengthening relations with alumni, parents, and friends of the University; raising public awareness; and increasing private philanthropy. The Development division has been recognized with the [CASE Educational Fundraising Award](#), an honor given each year to superior fundraising programs at educational institutions across the country.



### SCU Mission

The University pursues its vision by creating an academic community that educates the whole person within the Jesuit, Catholic tradition, making student learning our central focus, continuously improving our curriculum and co-curriculum, strengthening our scholarship and creative work, and serving the communities of which we are a part in Silicon Valley and around the world.

SCU is committed to leaving the world a better place. SCU [pursues new technology](#), [encourages creativity](#), [engages with its communities](#), and shares an [entrepreneurial mindset](#). Its goal is to help shape the next generation of leaders and global thinkers.

Santa Clara's [undergraduate](#) and [graduate programs](#) span areas ranging from psychology to sustainable-energy engineering and from theatre arts to business analytics.

Learn more at [scu.edu/aboutscu/at-a-glance/](https://scu.edu/aboutscu/at-a-glance/).



## Assistant Vice President of Philanthropy Services

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This is an exciting time and a pivotal moment for Santa Clara University. SCU's \$1 billion comprehensive campaign represents a remarkable opportunity to advance the University and exert a significant and lasting influence on the world. The Assistant VP of Philanthropy Services plays a leading role in strategic planning, implementation, and management in the areas of advancement communication, campaign, prospect management and analytics, donor relations, and advancement services. They will work with the Senior Associate Vice President for Principal Gifts and Development to meet campaign goals, align initiatives and resources with campaign priorities, and identify areas of operational excellence.

### Essential Duties and Responsibilities

- Provides vision and strategic leadership for the Campaign team and the Advancement Communications, Donor Relations, Prospect Management and Analytics, and Advancement Services units.
- Fosters collaboration between Development fundraising units and campus constituents.
- Understands and continuously uses best measurement and evaluation practices.
- Develops and presents consistent, timely reporting on key internal and external performance indicators.
- Advises the Senior Associate Vice President, as appropriate, on specific issues/challenges.
- Provides leadership in fostering a team approach to developing and implementing a comprehensive and integrated fundraising support program for the University.
- Assures effectiveness and impact of programs, projects, and customer service.
- Plans and manages operational budget and strategically allocates available resources, human and financial, to accomplish University priorities.
- Strong understanding of Santa Clara University's Catholic identity and Jesuit educational mission and a commitment to further its vision, mission, and values.
- Performs other duties as needed or assigned by the Senior Associate Vice President to fulfill departmental responsibilities.

### Specific Duties

#### ***Campaign and Donor Relations Teams***

- Oversees critical campaign planning to drive the success of the University's current and future campaigns with collaboration from internal partners.
- Directs progress tracking, audit reporting around all campaign priorities, conduct campaign benchmarking, briefings and process updates using the CRM database and other tools.
- Ensures Campaign Cabinet activities align with strategic goals.
- Directs and guides end-of-campaign planning in partnership with Donor Relations and University Events and Protocol.
- Conducts and manages analysis of campaign fundraising reporting to internal stakeholders, Senior AVP for Principal Gifts and Development, VP for University Relations (VPUR), the President, and Board of Trustees.
- Oversees donor relation stewardship by directing timely and motivating acknowledgement, stewardship, recognition, and donor engagement practices and policies.

- Maintain and updates programmatic programs, collateral, and reporting to ensure data integrity and collection.

### ***Advancement Communication***

- Provides leadership to a team of writers to produce:
  - Presidential and VPUR gift acknowledgments and general correspondence.
  - Principal gift, major gift, parent giving, CFR proposals and cases for support, donor stories, profiles, and the annual donor endowment report.
- Works closely with Senior Associate Vice President for Development to set department goals and strategies to achieve them.
- Directs high-quality communication work aligned to fundraising strategies and donor stewardship.
- Manages gift acknowledgment process to ensure timely response to presidential/executive-level gift acknowledgments and other donor-centric correspondence.
- Oversees best practices and timely delivery of output.

### ***Prospect Management and Analytics***

- Leads the effective fundraiser portfolio management process.
- Formulates strategies with a solution-focused perspective to convert prospect research into opportunities to maximize both fundraising and prospect identification.
- Develops and implements project vision and leadership in cross-unit collaborations.
- Develops and manages strategic relationships with leadership to address needs and to create development officer metrics reports.
- Partners with senior management in the development and implementation of a comprehensive campaign, providing gift pyramids, prospect screening tools, and reports for campaign volunteer leadership and trustees. Assist in the development and implementation of campaign progress reports.
- Provides data-driven operational leadership.

### ***Advancement Services***

- Develops streamlined business processes to increase the efficiency and accuracy of development workflows, including gift processing, prospect management, revenue/cash forecasting, and report development, in alignment with fundraising strategy.
- Directs teams through transition, keeping staff informed and engaged.
- Establishes an inspiring vision supported by clear operating principles.
- Develops creative data outputs including dashboards and visual reports, bringing data together from multiple sources.
- Oversees close collaborations with fundraising and partner teams to ensure that gift administration and data policies support fundraising strategy and priorities.
- Translates between fundraising teams, partner teams, and data teams and technical and non-technical users to define a shared vision and drive collaboration.
- Creates strong working relationships and regular cadence of communication/meetings with key internal stakeholders
- Regularly solicits feedback from stakeholders to ensure tools, resources, and reports continue to meet each team's needs.

- Evaluates and utilizes resources to build scalability, capacity, and redundancy to support future growth and minimize key person risk.
- Utilizes a risk-based approach to analyzing challenges and processes.
- Drives data and reporting integrity by supporting effective internal controls.

### ***Other duties as assigned***

### **Provides Work Direction**

- Effectively manages and directs staff with overall responsibility for hiring, assignment of responsibilities, and performance management.
- Leads by example, mentoring and fostering a culture of excellence, transparency, collaboration, and professional growth.
- Implements best practices utilizing clear measurable performance metrics and creating a culture of accountability.
- Provides meaningful opportunities for professional growth and development.
- Sets mutually acceptable individual and team goals, holding staff accountable for performance and ensuring that each individual effectively utilizes moves management and is strategically focused on identified funding priorities.

### **General Guidelines**

- Recommends initiatives and implements changes to improve quality and services.
- Identifies and determines cause of problems; develops and presents recommendations for improvement of established processes and practices.
- Maintains contact with external constituents and solicits feedback for improved University Relations.
- Maximizes productivity through use of appropriate tools; planned training and performance initiatives.
- Researches and develops resources that create timely and efficient workflow.
- Prepares progress reports; informs VP for University Relations of project status and deviation from goals.
- Develops and implements guidelines to support the functions of the division.
- Effectively establish and maintain cooperative working relationships within a diverse multicultural environment and promote and contribute to an inclusive and respectful workplace.

### **Qualifications**

#### ***Knowledge***

- Experience working in a higher education/nonprofit environment.
- Additional experience in a corporate environment is desirable.
- Experience leading large teams.
- Demonstrated experience in building, leading, and inspiring teams to deliver excellent results.
- Direct knowledge of fundraising practices.
- Experience in budget development and management.
- Understanding and appreciation of the mission of Santa Clara University and the vision and values of a Jesuit Catholic educational institution.

## **Skills**

- Proven leadership and interpersonal skills and proven success in developing and implementing short- and long-term strategies.
- Critical thinker with proven analytical ability and strong written and oral communication skills.
- Imagination, energy, leadership, decision-making, and management skills to motivate and direct a large staff.

## **Abilities**

- Ability to plan and implement organizational, administrative, and financial strategies and goals, including budget management.
- Ability to delegate and manage numerous projects simultaneously.
- Demonstrated ability to communicate effectively with people of diverse backgrounds and experiences to create a collaborative, collegial, and caring community
- Ability to identify and analyze complex situations and recommend or implement an effective course of action in a rapidly changing and deadline-driven environment.
- Experience facilitating and negotiating internal resource allocation, project scoping, and initiative management.

## **Education**

- Bachelor's degree from an accredited college or university required.
- Master's degree or equivalent experience preferred.

## **Years of Experience**

- At least 15 years of professional experience in marketing and communications, with a preference for leadership in higher education roles.
- At least 10 years of management experience.

## **Physical Demands**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. In accordance with the Americans with Disabilities Act, as amended, the California Fair Employment and Housing Act, and all other applicable laws, SCU provides reasonable accommodations for qualified persons with disabilities. A qualified individual is a person who meets skill, experience, education, or other requirements of the position and who can perform the essential functions of the position with or without reasonable accommodation.

- Considerable time is spent at a desk using a computer and phone.
- Required to frequently travel to internal and external constituent meetings.
- Ability to attend conferences, constituent meetings, and other events nationally and internationally.



## Work Environment

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job.

- Typical office environment.
- Mostly an indoor office environment.
- Offices with equipment noise.
- Offices with frequent interruptions.
- Driving related to meetings with external constituents.
- Meeting with external constituents at off-campus locations including other offices, restaurants, and other private and public venues.

The salary range for this position is \$164,200–\$229,900 commensurate with experience. This is a hybrid role with the expectation of three days in-office, two days remote.

**SCU 2024 benefits information can be found here:** <https://www.scu.edu/hr/staff/benefits/>

### **Equal Opportunity/Notice of Nondiscrimination**

*Santa Clara University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and California State laws, regulations, and executive orders regarding non-discrimination and affirmative action. Applications from members of historically underrepresented groups are especially encouraged. For a complete copy of Santa Clara University's equal opportunity and nondiscrimination policies, see <https://www.scu.edu/title-ix/policies-reports/>*

### **Title IX of the Education Amendments of 1972**

*Santa Clara University does not discriminate in its employment practices or in its educational programs or activities on the basis of sex/gender and prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. The Interim Title IX Coordinator and Section 504 and ADA Coordinator is Brandi Williams, Director of Equal Opportunity and Title IX, 408-551-3043, [bwilliams2@scu.edu](mailto:bwilliams2@scu.edu), [www.scu.edu/title-ix](http://www.scu.edu/title-ix). Inquiries can also be made to the Assistant Secretary of Education within the Office for Civil Rights (OCR).*

### **Clery Notice of Availability**

*Santa Clara University annually collects information about campus crimes and other reportable incidents in accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. To view the Santa Clara University report, please go to the Campus Safety Services [website](#). To request a paper copy please call Campus Safety at (408) 554-4441. The report includes the type of crime, venue, and number of occurrences.*

### **Americans with Disabilities Act**

*Santa Clara University affirms its' commitment to employ qualified individuals with disabilities within the workplace and to comply with the Americans with Disability Act. All applicants desiring an accommodation should contact the [Department of Human Resources](#), and 408-554-5750 and request to speak to Indu Ahluwalia by phone at 408-554-5750 or by email at [iahluwalia@scu.edu](mailto:iahluwalia@scu.edu).*

## Leadership

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**Julie Sullivan**  
***President***

[Julie Sullivan](#) is the 30th President of Santa Clara University. She is both the first layperson and first woman president in the University's 171-year history. Located in the heart of Silicon Valley, Santa Clara University blends high-tech innovation with a social consciousness grounded in the Jesuit, Catholic tradition of educating the whole person.

A visionary academic leader, President Sullivan is a passionate champion for the tenets of Catholic social teaching, including creating opportunities and economic inclusion through education, dismantling racism and building belonging, and promoting environmental sustainability.

Prior to joining Santa Clara, President Sullivan served as President of the University of St. Thomas in Minnesota for nine years (2013–2022) where she was highly regarded for her leadership in creating innovative academic programs, supporting student well-being and success, and increasing the visibility and reputation of the university. While at St. Thomas, President Sullivan launched the Dougherty Family College as a pathway toward a Bachelor's degree for underserved students, raised more than \$100 million in new scholarships, and completed the university's transition from Division III to Division I athletics. She also established a new School of Nursing and the Morrison Family College of Health, which prioritizes culturally responsive health practices and sustainable approaches in the field.

President Sullivan's higher education experience includes serving as the Executive Vice President and Provost at the University of San Diego (2005–2013) and as a professor of business and accounting at the University of California-San Diego (2003–2005) and the University of North Carolina at Chapel Hill (1987–2003).

In addition to extensive nonprofit board work, President Sullivan has 19 cumulative years of public company board service and 15 years of private company board service, spanning a number of industries. She most recently served on the boards of Loyola University Chicago, Catholic Charities of Saint Paul and Minneapolis, and the Association of Catholic Colleges and Universities, among others.

A native of Florida, President Sullivan is a first-generation college graduate with three degrees from the University of Florida — a Bachelor's degree in accounting, a Master's degree in taxation, and a Ph.D. in business. She is an avid sports fan and dog lover and enjoys exercise, any water activity, traveling with her husband, and family time with children and grandchildren.



**James Lyons**  
***Vice President for University Relations***

James Lyons leads the departments of Development, Corporate and Foundation Relations; Alumni Relations, and Event Planning as Vice President for University Relations. Under his direction, Santa Clara University raised more than \$1 billion in its comprehensive fundraising campaign, “*Innovating with a Mission*,” in January 2024. Lyons brings 37 years of experience in higher education, received a bachelor’s degree in political science and public administration, and a master’s degree in public administration from Seattle

University. He attended the Harvard Institutes for Higher Education.



**Nancy Trish Calderon**  
***Senior Associate Vice President for Principal Gifts and Development***

Nancy Trish Calderon’s experience includes 20 years at Santa Clara University leading the development organization, creating a principal gifts team; eight years in operations and investor relations with Silicon Valley venture fund, Redleaf Ventures; and more than 15 years in high-tech sales and sales management with IBM, Teradata, and multiple software start-ups. Calderon currently leads all advancement activities at Santa Clara including principal gifts, corporate foundation relations, major giving, gift planning, parent giving, and the

annual fund. Additionally, she carries a leadership portfolio of the University’s top donors and prospective donors. Calderon earned a B.A. in communications and public relations from Coe College.

## **Santa Clara, California and the Silicon Valley**

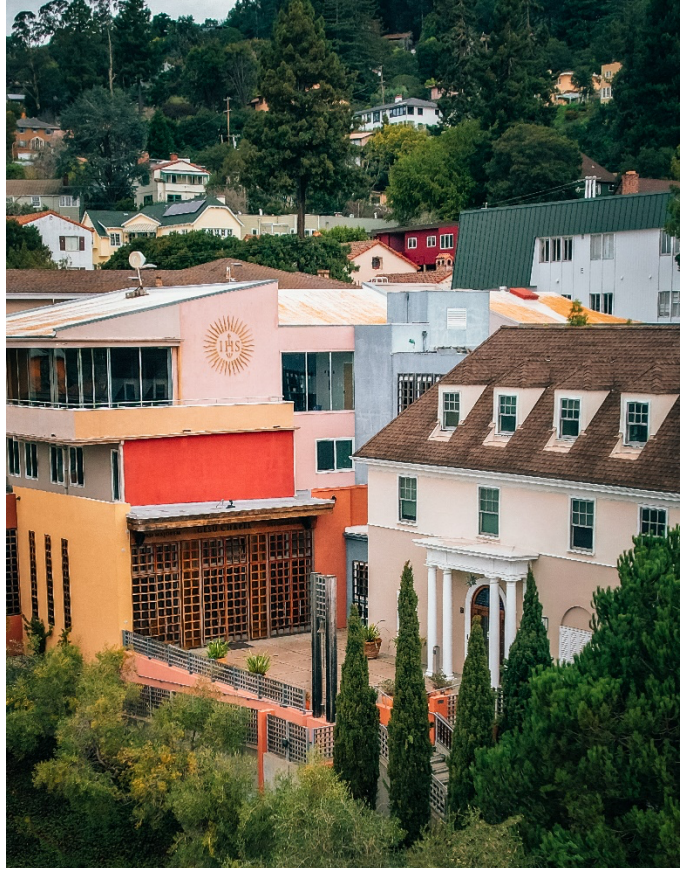
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Silicon Valley, the area that runs south of San Francisco through the city of San Jose, is known globally as a place where ideas are born. Many of the most significant scientific and technological advances of our age have come from this region — in computing, of course, but also in a broad range of fields from medicine to law.

The companies Santa Clara University counts as its neighbors are also among the top employers of SCU graduates. SCU [alums](#) work for big names like Google, Facebook, Apple, and NASA as well as its own start-ups.

Of course, there’s more to Silicon Valley — and Santa Clara — than technology. This region is home to more than 2 million residents with a wide and diverse variety of cultures, backgrounds, interests, and needs.

SCU’s many [community initiatives](#) welcome its neighbors to campus and encourage its students to venture out and become involved in meaningful ways.



## Procedure for Candidacy

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Lindauer, a global search and talent firm, has been retained to conduct this search on behalf of Santa Clara University. Consideration of candidates will continue until the position is filled.

If you are interested in applying for this position, please submit a resume through the [Lindauer website](#).

If you have any questions or would like to nominate someone for this position, please contact the Lindauer team leading the search: [Chandra Montgomery, Senior Consultant + Director, Equity and Inclusion Practice](#) and [Misa Kabashima, Consultant](#).

Prior to submitting your resume for this position, please read it over for accuracy. Lindauer does verify academic credentials for its candidates, and our clients frequently conduct background checks prior to finalizing an offer.