



Great Lakes Christian College

Vice President of Institutional Advancement

INSTITUTIONAL PROFILE

Great Lakes Christian College is a 75-year-old private, faith-based institution of higher education supported by Christian Churches and Churches of Christ that exists to glorify God by preparing students to be servant leaders in the church and world. Located in Delta Township, just west of Lansing, Michigan, the College enrolled 186 students in Fall 2024.

Although a niche, “micro-college,” GLCC’s robust education is accredited by the Higher Learning Commission. Its students pursue one of two tracks: the Vocational Ministry Track and the Marketplace Ministry Track. Graduates of the Vocational Ministry Track work in “traditional” ministry roles as pastors, youth ministers, worship leaders and missionaries. Programs in the Marketplace Ministry Track include Business Management, Interpersonal and Organizational Communication, Psychology/Counseling, Compassionate Care, Sports Management, and Early Childhood Education among others.

The College is experiencing a resurgence following the appointment of its new President, Dr. Frank Weller, in June 2022. Under the leadership of the current Vice President of Institutional Advancement, the College saw major gains in fiscal year 2023, including a 140% increase in gift revenue over the previous year, a doubling of first-time donors, and 100 new sustaining monthly donors.

The current Vice President of Institutional Advancement is retiring after 25 years of service to the College.

CANDIDATE PROFILE

The successful candidate for this position will have a proven record of mission-focused fund development in faith-based organizations like churches and/or parachurch organizations. Preference will be given to candidates with experience in higher education. A bachelor’s degree is required for this position with an advanced degree preferred. The ideal candidate will have the ability to develop, cultivate, and maintain purposeful relationships. Additionally, she or he will have proven organizational and interpersonal skills, polished oral and written communication skills, and professional skills commensurate with handling cash and donor gifts.

The College seeks to fill this position by September 2024.

JOB SUMMARY

The Vice President of Institutional Advancement (VPIA) is responsible to the President for the planning, organization and coordination of the College's efforts to raise gift income, to raise the level of awareness of the College, and to foster connections among the constituency and community.

JOB RESPONSIBILITIES

1. Maintains the institutional knowledge of the history, mission, objectives, image, curriculum, staff, faculty, administrative structure, financial structure and supporting constituency of the College;
2. Works with the President of the College to draft an aggressive development plan with objectives, goals, methods and a reasonable timeline corresponding to the strategic plan;
3. Travels systematically, contacting alumni, ministers, churches, donors and prospective donors to cultivate interest in the College and maintains positive public relations;
4. Develops and supervises the fundraising programs required for the operation and advancement of the College. These include, but are not be limited to:
 - a. Annual fund
 - b. Capital gifts campaigns
 - c. Designated projects
 - d. Planned giving and estate planning
5. Organizes staff, board, and volunteers to address the areas of operational, capital and deferred gifts needed from individuals, churches, businesses, foundations, and corporations;
6. Maintains an effective record and acknowledgment system;
7. Reports to the President, and through the President, to the Board of Trustees concerning the progress of the goals and leads the Advancement Committee of the Board of Trustees;
8. Manages the ministry's needs in the area of proposals, key donor correspondence, promotional materials, and other marketing ideas necessary to sustain the fundraising efforts for the needs of the College;
9. Utilizes donor feedback and tracks Key Performance Indicators to evaluate and improve the College's Advancement effectiveness;

10. Represents the College in settings such as churches, minister's groups, alumni groups, conventions, community organizations, and other meetings that would be beneficial to the public image of the College;
11. Prepares the annual budget for the operation of the Advancement department;
12. Assists the President of the Alumni Association to foster alumni support;
13. Oversees the College's social media streams to raise awareness of the College and maximize the GLCC brand;
14. Supervises staff employees and volunteers in the Advancement Division.

INTERESTED INDIVIDUALS

Interested individuals should send a letter of interest and resume to:

ATTN: VPIA Search
Great Lakes Christian College
6211 W. Willow Hwy.
Lansing, MI 48917

or email a PDF of same to VPIASearch@glcc.edu