

# Candidate Profile

## Executive Director, Office of Advancement and CEO of the KPU Foundation

### Priority Criteria for Candidate Assessment

**Credentials:** Undergraduate degree in a related field (Master's Degree preferred), together with a Certified Fund Raising Executive (CFRE) Designation.

**Experience:** Ten years of experience in a relevant field, with a significant administrative portfolio. Several years of progressive experience in advancement in a fundraising and planned giving role, including at least five years in a senior management capacity. Exceptional verbal, written, and visual communication skills. Demonstrated capacity to develop and maintain personal connections with donors and prospective donors, this includes dealing with a cross-section of ethnic backgrounds as well as all levels of the corporate and government hierarchies. Proven leadership, project management and administrative capabilities. Demonstrates confidence, personal integrity, negotiation skills and exceptional ability to build and maintain working relationships with a variety of stakeholders.

**Fundraising Development:** The ability to work with a wide variety of stakeholders to develop strategic plans to secure funding for KPU through prospect identification, solicitation, cultivation and stewardship. Actively engage in building relationships with potential donors and volunteers.

**Administrative Expertise:** Understanding of university governance and the dynamics of working in a complex unionized environment. Demonstrates strong organizational skills for operational and logistical tasks. Understands importance of recognizing, valuing and leveraging the skills and abilities of team members to meet and exceed goals. Experience with capital and operating budget development and management. Experience overseeing expenditures within budgets and taking corrective action if required.

**Relationship Builder:** Outstanding interpersonal skills, including proven experience working with a wide variety of stakeholders. Maintains dual focus on outcomes and relationships through energy, passion, optimism, flexibility and adaptability.

**Internal Fundraising and Capacity Building:** Works with the President's Executive and Faculty Leaders to educate and mentor Deans, Directors and Administrators in their role as fundraisers for their faculties and administrative departments and works collaboratively with them to raise funds for KPU. Builds relationships with student organizations, alumni, faculty and staff and fosters a culture of giving across the institution.

**Problem Solver:** An intuitive problem solver and independent thinker with strong attention to detail. Demonstrates ability to think strategically, investigate and analyze complex issues, and develop effective solutions that enhance overall Office of Advancement relationships, goals and initiatives.

**Communication Skills:** Strong interpersonal communication skills including written, verbal, technical and social media. Capable of conveying thoughts and expressing ideas effectively in both individual and group situations. Ability to present oneself clearly and articulately and be passionate and engaging when promoting KPU.

**Change Management:** Proven experience in successfully implementing initiatives which result in organizational or cultural change.