The City University of New York, the nation's leading and largest urban university, is seeking nominations and applications for the position of University Dean for Institutional Advancement. Reporting to the Chancellor and housed in the Office of Budget and Finance, the University Dean for Institutional Advancement is the senior development/fundraising officer of the University. S/he provides leadership for the $1.2 billion “Invest in CUNY” Campaign; assists the Chancellor and Vice Chancellors in soliciting and leveraging private support for CUNY; prepares, implements, and evaluates all CUNY fundraising strategies; provides assistance to the University’s presidents and their senior staffs of the 23 colleges and University professional schools in their development efforts; and chairs the CUNY Development Officers Council.

The University Dean for Institutional Advancement supervises a staff of 12 who provide assistance to the individual colleges, serves as a facilitator to the presidents, and works closely with the Offices of Budget and Finance and University Relations in developing innovative strategies and coordinating University-wide development efforts.

CANDIDATES FOR THE POSITION SHOULD POSSESS:

- A Bachelor’s Degree from an accredited institution of higher education in a related field and preferably a Master’s Degree or other advanced degree;
- At least ten years of progressively responsible experience overseeing development/fundraising efforts for large organizations, preferably in public institutions or institutions of higher education, with decentralized responsibilities, of which no less than four years are in a senior supervisory capacity;
- Noteworthy accomplishments as a development strategist, philanthropic bridge builder, and dynamic advancement team manager and leader;
- Expertise in donor outreach management and familiarity with technological development innovation; and
- Demonstrated superior communication, interpersonal, and organizational skills.

Candidates should send a cover letter addressing these requirements along with a résumé and the names and contact information for five professional references. Nominators should send a letter of nomination and the nominee’s résumé. References will not be contacted without the applicant’s prior permission.

The review of applications will begin immediately and will continue until the position is filled. Applications and nominations should be sent to:

Ms. Dolly Martinez, Executive Director  
Office of Executive Search and Evaluation  
The City University of New York  
535 East 80th Street, New York, NY 10021

All inquiries and applications will be held in the strictest confidence. Salary and benefits are competitive.

The City University of New York  
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