

# SEARCH PROFILE:

VICE PRESIDENT OF INSTITUTIONAL  
ADVANCEMENT



**HAMLIN UNIVERSITY**

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Hamline University seeks a Vice President of Institutional Advancement to drive its next era of philanthropic growth. This position offers a compelling opportunity to reshape advancement strategy alongside the newly appointed President, Dr. Mayme Hostetter, at one of the nation's premier private liberal arts institutions.

The ideal candidate will bring proven success in comprehensive campaign leadership, major gift cultivation, and diversified revenue generation. Their track record should demonstrate the ability to engage corporate, foundation, and government partners while strengthening alumni relationships and annual giving programs.

As a key member of the University Leadership Team reporting to President Hostetter, the VPIA will architect and execute a bold vision for advancement that amplifies Hamline's distinctive mission of excellence and community impact. This role demands an innovative strategist who can inspire stakeholders, lead transformational initiatives, and elevate Hamline's prominence in higher education.

The selected candidate will join an institution deeply committed to student success, academic innovation, and building an exceptional campus community. With an anticipated start in Summer 2025, this position offers the right leader a solid foundational platform to shape Hamline's future through philanthropic leadership.



**HAMLIN**  
UNIVERSITY

St. Paul  
Minnesota



## ABOUT HAMLINE UNIVERSITY

Founded in 1854, Hamline was the first university in Minnesota and among the first coeducational institutions in the nation. Hamline University provides a world-class education for undergraduate and graduate students. The university's faculty, staff and students cultivate an ethic of civic responsibility, social justice and inclusive leadership and service.

Hamline is Minnesota's first university, founded when Minnesota was still a territory. The university's existence predates that of the State of Minnesota by four years. Hamline was founded in 1854 in Red Wing, Minnesota, before operations moved to the state's capital city of Saint Paul in 1880.

The university strives to ensure that students graduate prepared for successful lives of leadership, scholarship, and service in their communities and beyond. A Hamline education gives students the tools to change the world. Hamline University is one of only four private universities in Minnesota, Wisconsin, Iowa and the Dakotas that rate within the top 20% for students' economic mobility after

graduation according to the national non-partisan think tank "Third Way."

Hamline is the only United Methodist Church-affiliated institution in Minnesota. The university lives by the motto attributed to John Wesley of "doing all the good you can, in all the ways you can." Academic excellence goes hand-in-hand with improving the lives of others. While embracing the values of the Methodist tradition, Hamline University welcomes people of all religious traditions as well as those with none.

The university's 62-acre campus is located midway between downtown Minneapolis and Saint Paul, and the light rail line, just a mile from campus, provides easy access to the centers of both cities and the Minneapolis-St. Paul International Airport. Hamline's campus features eight academic buildings, seven residence halls/apartments, six administrative buildings, the Bush Memorial Library, and many other facilities that house student life, auxiliary, and athletic functions.

## ACADEMIC PROGRAMS

Hamline University offers undergraduate and graduate programs through its College of Liberal Arts, School of Education and Leadership, and School of Business. The university offers more than 75 undergraduate program areas, an online bachelor's degree completion program, and over 50 graduate degrees, licenses and certificate programs including 12 master's degrees and two doctoral degrees. The university has four online degree completion programs and a host of continuing studies offerings.

Hamline also offers one of the largest teacher preparatory programs in Minnesota. In the last ten years, four of the Minnesota Teacher of the Year awardees were Hamline graduates, and many others were finalist candidates as well. Hamline also has the only public/private partnership in the nation between HSEL (Hamline School of Education and Leadership) and Hamline Elementary collaborative lab school.

The faculty have been an active partner with leadership. Over the last several years the college underwent a deep and extensive program review process, which resulted in repositioning elements of the traditional curriculum, led to new connections between programs, and positioned the college toward meeting the changes in higher education by developing new and innovative programs that have the potential to drive revenue. This resulted in 36 new

and/or transformed majors, concentrations, minors, and graduate degrees. The University has developed strong programs in criminology, criminal justice, and forensic science. Hamline has the only graduate pathway program into substance counseling at Hazelden/Betty Ford Treatment Center. Furthermore, the University has developed skills-based minors that intentionally connect the curriculum to life after Hamline.

Hands-on experiential learning is built into every undergraduate degree program. Every Piper will complete at least one paid internship, and/or a collaborative research project or service-learning experience while at Hamline. All students are strongly encouraged to work side-by-side with a faculty mentor on at least one research or engaged-learning project.

The Mitchell Hamline School of Law was formed in 2015 through the combination of William Mitchell College of Law and Hamline University School of Law, with a strong, visible, and long-lasting affiliation to Hamline University. Hamline students can apply to earn their JD through the 3+3 program or earn dual graduate and JD degrees through the Mitchell Hamline School of Law and Hamline University affiliation. Additionally, the Hamline University president sits on the Board of Trustees of the Mitchell Hamline School of Law.

## ACCREDITATION

Hamline University is in year seven of the Accreditation Cycle (AY 2024-25) through the Higher Learning Commission. The University's 4th Year Assurance Review was completed in Spring 2022. The institution

developed and submitted the Quality Initiative Project, which was approved, and the report is due by June 2027. The university's next comprehensive review is scheduled for AY 2027-28.





## FACULTY AND STAFF

Hamline employs over 100 full-time faculty in three schools spanning both the undergraduate and graduate programs, in addition to a robust portfolio of certificates, concentrations, and a growing portfolio of fully online bachelor's degree completion programs. Hamline University also employs over 200 staff members who serve the university with dedication and professionalism.

Faculty and staff are committed to empowering each student to pursue a lifetime of learning and accomplishment in all arenas of human endeavor. Hamline provides a student experience that takes advantage of the deep commitment and care of faculty and staff to create a nurturing and supportive environment where students can meet the challenges of a rigorous educational environment and prepare themselves for their futures after graduation.

## STUDENTS

Hamline's students are at the heart of its mission. High-impact learning is a commitment—all Hamline undergraduate students participate in internships, field-based or collaborative research, apprentice teaching, and/or service learning. Students are active in 70+ clubs and organizations.

Hamline currently enrolls 2,605 degree-seeking students, of which 1,846 are undergraduate and 759 are graduate students. Of the undergraduate students enrolled, 41% are the first in their families to attend college, 41% identify as Black, Indigenous or people of color, and nearly 30% are student-athletes.

The university is recognized as one of the top institutions in the nation for student voting participation and is home to five Rhodes Scholars, 57 Fulbright Scholars, three Truman Scholars, and numerous other academic laurels including Phi Beta Kappa scholars and winning teams in national data analytics competitions. Four of the last 10 Minnesota Teachers of the Year are Hamline graduates.

Hamline is nationally recognized for the percentage of students who participate in undergraduate research projects and conferences. Each year the university sends

one of the largest delegations of students to the National Conference on Undergraduate Research (NCUR). Students have access to state-of-the-art science facilities, including Minnesota's only environmental scanning electron microscope. The Pipers to Professionals Internship Program, which was launched in 2023 after receiving \$2.5 million in federal and donor support, provides wages and wrap-around support services while students engage in active internships.

Hamline University has 22 varsity sports, 20 of which are members of the Minnesota Intercollegiate Athletic Conference (MIAC). Hamline University is the birthplace of intercollegiate basketball. The men's and women's hockey teams play at TRIA Rink—the practice facility for the NHL's Minnesota Wild—and Hamline's baseball team shares space at CHS Field with the Class AAA St. Paul Saints. Both venues are in the Lowertown area of downtown Saint Paul, conveniently connected to Hamline's campus by the Green Line train. Hamline athletic teams routinely participate in postseason competitions, with women's hockey, women's lacrosse, women's gymnastics, and men's basketball earning recent distinctions.



## FINANCIAL OVERVIEW

Hamline University has an annual operating budget of approximately \$65 million and an endowment of nearly \$150 million. The university's total net assets equal \$202 million (FY 2024), and the university's total debt is \$43 million. Gross tuition and fee revenue total \$87 million, and institutional scholarships and grants awarded are \$42 million. Spending on instructional and academic support accounts for more than 42% of total expenses, which is on par with, or higher than, most same-sized and similarly endowed private colleges and universities in the state.

Hamline's endowment has had returns better than average over the past few years, and the university also has received new gifts to build the endowment. Donors contributed \$8.9 million to the endowment in FY 2024, giving \$19 million in gifts and pledges to all funds, and there are currently over 419 endowed scholarships. Hamline University successfully completed the *Take the Lead* Campaign on December 31, 2023. The campaign goal of \$110 million was surpassed, realizing more than \$122 million in gifts and pledges. The results will benefit students with increased scholarships, improved facilities, and additional faculty and student research opportunities.

Like many small private liberal arts colleges, Hamline is tuition-dependent in its operating budget. The university has maintained a lean budget with limited operating reserves since at least 2008. There has been strategic management of the resources; however, as the environment grows more challenging, the current business model of Hamline University is being strained.

Faculty, staff, and trustees have been deeply engaged in discussing how to build on Hamline's strengths, offer programs and degrees that match the market's needs and student interests, and deliver them in a way that is compelling and accessible. Strategic focus and bold initiative will be required to distinguish Hamline in a state rich with opportunities to gain a higher education degree. In addition, investment in capital improvements, growing the endowment, and developing an operating cash reserve to allow implementation of new revenue opportunities will be critical to successfully position Hamline for more success in the future.

## UNIVERSITY LEADERSHIP TEAM

**Dr. Mayme Hostetter** will assume leadership as Hamline's 22nd president on July 1, 2025, bringing extensive educational leadership experience as the founding leader and current president of Relay Graduate School of Education in New York City. She succeeds Dr. Kathleen Murray, who has served as Acting/Interim President since January 1, 2024.

The University Leadership Team features accomplished senior administrators who have recently welcomed new Vice Presidents for Finance & Administration/

CFO and Enrollment Management. The university will welcome a new Provost this summer. This cohesive leadership team actively champions student success while providing strategic guidance to various Board of Trustees committees. Their collaborative approach and commitment to excellence continue to strengthen Hamline's position as a leader in higher education.



## BOARD OF TRUSTEES

Hamline is governed by an active, vibrant 28-member Board of Trustees, which meets at least three times a year and has the following standing committees: Executive Committee, Academic and Student Affairs Committee, Facilities Committee, Finance Committee,

Investment Committee, and Trusteeship Committee. The Board works in partnership with the president to advance the mission and well-being of the faculty, staff, students, and community.

## LIFE IN THE AREA

Hamline is located in Saint Paul, Minnesota, the capital city of the state and part of the beautiful Twin Cities metropolitan area. Originally a village on the train line between Minneapolis and Saint Paul, the Hamline Midway neighborhood, in which Hamline University is located, is in many ways still a small town right in the middle of the two cities. The busy, urban thoroughfares of Snelling and University Avenues quickly give way to walkable tree-lined neighborhoods and gardens tended by active neighbors with a deep commitment to the local community. A diverse, working-class neighborhood, it is home to many dozens of Hamline faculty and staff who walk to work.

The Twin Cities, comprising Minneapolis and Saint Paul, offer a compelling array of advantages and attractions that appeal to residents and visitors alike. Renowned for their cultural richness, the cities boast a vibrant arts scene, featuring world-class museums, theatres, and music venues such as the Guthrie Theater and the Walker Art Center. Beyond cultural amenities, the Twin Cities are celebrated for their robust economy, anchored by Fortune 500 companies and a thriving healthcare sector, providing ample employment opportunities and economic stability. The region's commitment to education is exemplified by the plethora of fine institutions of higher education it hosts, enhancing the area's intellectual vitality and fostering innovation. Moreover, the cities' natural

beauty, with numerous lakes, parks, and bike trails, encourages an active lifestyle and outdoor recreation year-round. Combined with a reputation of relative safety, excellent healthcare facilities, and a strong sense of community, life in the Twin Cities offers a unique blend of urban sophistication and natural serenity, making it an appealing destination for individuals and families seeking a high quality of life.

The light rail line, just a mile from campus, provides easy access to both communities, downtowns, and the Minneapolis-St. Paul International Airport. Saint Paul is a city of over 303,000 residents that retains a strong sense of charm through defined neighborhood identities. Saint Paul is home to Summit Avenue, which is the longest preserved Victorian avenue in the United States, highlighted by the Governor's Mansion.

Saint Paul also hosts the Minnesota History Center, the Science Museum of Minnesota, the Como Park Zoo and Conservatory, and the Minnesota Children's Museum. Allianz Field, home of Minnesota United of Major League Soccer, is less than two miles from campus. CHS Field, home to the St. Paul Saints, the Class AAA affiliate of the Minnesota Twins, is also nearby. Saint Paul also houses the Xcel Energy Center, home of the NHL's Minnesota Wild and the PWHL's (Professional Women's Hockey League) Minnesota Frost.





## THE POSITION

The Vice President for Institutional Advancement serves as the Chief Advancement Officer, as well as the principal architect for fundraising and alumni engagement for the University. The advancement function includes responsibility for campaign planning and delivery, major and planned giving, annual giving, grants & corporate/foundation relations, alumni and constituent relations, advancement operations, and conference & event management. The VP/IA has a staff of sixteen and manages an operating budget (not including salaries) of approximately \$750,000.

The Vice President is responsible for shaping the vision and direction of all advancement activities in support of the University's strategic goals and objectives. This includes leading the University through the upcoming comprehensive campaign, which is currently in its

planning phase. Successful execution of the campaign will require expansion of the University's donor base.

The position is responsible for staffing the standing Trusteeship Committee of the Board of Trustees assisting in its charge of ensuring that the members and leadership of the Board consist of highly qualified and committed individuals. In addition, the position is responsible for relationship-building activities with audiences important to its success, including donors, alumni, the United Methodist Church, and leaders in the for-profit, nonprofit, and philanthropic sectors.

The Vice President will provide leadership and management of the University's development and alumni relations with overall responsibility for the successful achievement of annual, capital, and campaign results.

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The Vice President of Institutional Advancement plays a crucial leadership role in driving the University's financial growth and development. Working directly with the President as a member of both the President's Staff and University Leadership Team, this position shapes strategic initiatives to strengthen the institution's financial foundation.

The role demands comprehensive oversight of development strategies, with particular focus on expanding the endowment, operations, and facilities funding. The Vice President leads Board engagement through multiple committees, including Fund Development and Campaign Steering Committees, while maintaining active participation in Trusteeship and Investment Committees.

Campaign leadership forms a core responsibility, requiring vision and execution skills to expand the donor base through careful planning, goal setting, and stakeholder collaboration. The position directs alumni engagement and annual giving initiatives to boost University support, while personally managing relationships with high-net-worth donors and trustees.

Working in close partnership with the President, the Vice President maintains a dynamic portfolio of principal donors and guides them through the development cycle. This includes creating annual development plans and supervising the advancement staff to ensure best practices and customer service excellence.

The role requires strong collaborative relationships across the university, working with division heads, faculty, and staff in various campus departments. The Vice President coordinates grant opportunities, applications and compliance and fundraising strategies with academic units and ensures robust systems for research, documentation, and data management within development and alumni offices.

Success in this position demands a balance of strategic thinking, leadership capability, and hands-on fundraising expertise, all while maintaining strong relationships with diverse stakeholders across the University community.

## REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND KEY COMPETENCIES

- Experience in advancement in the non-profit sector with demonstrated record of increasing gift revenue and donor engagement
- Experience in creating, leading and implementing comprehensive campaigns with verifiable results
- Demonstrated track record of maintaining strong and productive relationships with volunteer leaders, especially board members; experience managing advisory committees or committees of the board at a college, university or other non-profit organization
- Experience working with technical and systems staff; facility with guiding data-driven strategies and an understanding of the capabilities of advancement data systems; embraces new technology
- Demonstrated creativity and openness to new ideas; learning agility
- Excellent colleague, manager and team leader; successful at setting strategic direction and leading a team of direct reports and colleagues to achieve ambitious goals
- Demonstrated ability to communicate effectively and inspire others; experience managing creative and contemporary communications and constituent relations programs



## REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND KEY COMPETENCIES (CONT.)

- Demonstrated strategic thinking with diplomatic and collaborative skills; ability to prioritize among competing demands
- Demonstrated organizational ability, able to focus personal and team energies on top priorities; able to work effectively with a small, nimble staff and a limited budget
- Demonstrated willingness and sophistication to engage with organizational and strategic issues beyond functional area of expertise
- Possess clear understanding of issues related to philanthropy in a non-profit sector
- Demonstrated familiarity and compliance with the Higher Education Opportunity Act (HEOA) and exercise best practices reporting college costs, graduation data, other consumer information, and emergency procedures and fire safety reports.
- Demonstrated familiarity and compliance with the Fair and Accurate Credit Transactions Act (FACTA) and exercise best practices with the maintenance of confidential information.



## QUALIFICATIONS

### REQUIRED QUALIFICATIONS AND EXPERIENCES

- Bachelor's degree from an accredited institution;
- At least 10 years of experience in advancement in the non-profit sector;
- Demonstrated record of increasing gift revenue and donor engagement; experience in all aspects of a comprehensive development program; major gifts, planned giving, corporate, foundation and government relations, annual fund; experience with alumni relations or other constituent relations programs;
- Experience as a senior leader at a non-profit organization;
- Track record of personally closing six-and seven-figure gifts;
- Extensive experience managing fundraising field staff;
- Track record of maintaining strong and productive relationships with volunteer leaders, especially board members; experience managing advisory committees or committees of the board at a college, university or other non-profit organization; and
- Ability to travel and work evenings and weekends as required.

### PREFERRED EDUCATION AND EXPERIENCES

- Advanced degree; master's degree in non-profit management or similar program;
- Certification or post-graduate study in advancement/ fund development a plus;
- Fifteen+ years of professional experience in advancement in the non-profit sector;
- Demonstrated record of increasing gift revenue and donor engagement;
- Experience in all aspects of a comprehensive development program; major gifts, planned giving, corporate and foundation relations, annual fund; and
- Experience with alumni relations or other constituent relations programs.



## APPLICATION PROCEDURES

### ASSISTING IN THIS SEARCH

Hamline University is being assisted in this search by Maya Ranchod Kirkhope, Vice President and Senior Consultant, from Academic Search.

Applications should include the following (as two separate PDFs):

- a thoughtful letter of interest addressing, as appropriate, the key responsibilities and qualifications outlined in this profile.
- a current resume, showing relevant administrative responsibilities and accomplishments.

Inquiries, nominations, and applications should be sent to [HamlineVPIA@academicsearch.org](mailto:HamlineVPIA@academicsearch.org) For nominations, please include the nominee's name, position, employer, and email address.

By university policy and search committee affirmation, all information from and about candidates will be kept in strict confidence. For full consideration by the search committee, applications should be submitted by **March 28, 2025**.

*Hamline University will not tolerate discrimination or retaliation based on race, color, religion, creed, sex, sexual orientation, gender expression, gender identity, national origin, marital status, familial status, status with regard to public assistance, service with a local human rights commission, disability, age, or protected veteran status in its employment or educational opportunities.*



## POINTS OF PRIDE

- The campus boasts state-of-the-art learning and recreational facilities including the Anderson Center, Klas Center, and Sundin Music Hall—all well-known regionally.
- Hamline is nationally recognized for the percentage of students who participate in undergraduate research projects and conferences. Our students have access to state-of-the-art science facilities, including an environmental scanning electron microscope.
- Hamline is the home of the internationally recognized Violence Prevention Project Research Center.
- Hamline University is the birthplace of intercollegiate basketball. On February 8, 1895, Hamline hosted a hard-fought contest with the University of Minnesota School of Agriculture. Despite losing 9-3 in 1895, today's Pipers serve as a touchstone to an iconic moment in intercollegiate sports history.
- Hamline athletic teams routinely participate in postseason competitions, with women's hockey, women's lacrosse, women's gymnastics and men's basketball earning recent distinctions.
- Hamline faculty are recognized for their teaching and research and are leaders in their fields of study as determined by numerous professional organizations and academic societies.
- The Pipers to Professionals Internship Program launched in 2023 after receiving \$2.5 million in federal and donor support to level the playing field for students by providing wages and wrap-around support services while they engage in an active internship.

### MISSION

Hamline's mission is to create a diverse and collaborative community of learners dedicated to the development of students' knowledge, values, and skills for successful lives of leadership, scholarship, and service.

### HAMLIN UNIVERSITY PURPOSE AND BELIEF

- A History of Firsts and a Commitment to Educate All
- A Career-Ready Education
- Building a Better Society Through Education

To read the entire Statement of Purpose and Belief, go to (<https://www.hamline.edu/about/mission-history>)

***“Do all the good you can, by all the means you can, In all the ways you can, in all the places you can, At all the times you can, to all the people you can, As long as ever you can.”***

—Attributed to John Wesley

To access the list of Hamline Firsts, go to: <https://www.hamline.edu/about/mission-history>

# HAMLIN FAST FACTS

**63%**

of undergraduate students are women

**41%**

of undergraduate students identify as Black, Indigenous, or students of color

**41%**

of undergraduate students are first-generation students (meaning neither parent has a four-year bachelor's degree)

**43%**

of undergraduate students receive Pell grants

**70+**

student organizations (more than 20 are dedicated to advocacy and service)

**13:1**

student-faculty ratio

**21**

average class size

**22**

varsity sports (20 of which are members of the Minnesota Intercollegiate Athletic Conference, or MIAC)

**95%**

of incoming undergraduates receive Hamline grants and/or scholarships (gift aid does not need to be repaid)

**BEST VALUE REGIONAL UNIVERSITY**

IN MINNESOTA

**22ND IN THE MIDWEST**

—U.S. News and World Report, 2024

**BEST REGIONAL UNIVERSITY**

IN MINNESOTA

**16TH IN THE MIDWEST**

—U.S. News and World Report, 2024

Hamline graduates achieve more economic mobility than their peers at

**80%**

of other US higher education institutions

—ThirdWay.org

**100%**

of students participate in internships, field-based or collaborative research projects with faculty, apprentice teaching, and/or service learning



**1536 HEWITT AVENUE, SAINT PAUL, MN 55104**

# ABOUT ACADEMIC SEARCH

Academic Search is assisting Hamline University in this work. For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations. Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience. Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute.

