



Associate Vice President,
Development Operations

Roger William's University

Bristol, RI | Spring 2026

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BOSTON | NEW YORK

Roger Williams University seeks an Associate Vice President, Development Operations to lead fundraising operations, playing a critical role in meeting annual fundraising targets and strengthening a culture of philanthropy across the University.

About Roger Williams University

At Roger Williams University, students are prepared to be thinkers and doers ready to solve challenging problems with innovative solutions. RWU offers 50 majors and robust offerings of graduate and professional programs across eight schools of study including Rhode Island's only law school, with campuses on the coast of Bristol and in the heart of Providence, R.I.



With small classrooms and a focus on undergraduate and graduate research and community engagement, a Roger Williams education blends the strength of liberal arts and professional studies, providing all students with the depth and breadth of interdisciplinary thinking and well-rounded knowledge necessary to succeed in our interconnected, global world. RWU is committed to strengthening society through engaged scholarship so that students graduate with the ability to think critically and apply the practical skills that today's employers demand.

About Philanthropy at Roger Williams University

Philanthropy at Roger Williams University has expanded exponentially over the last seven years under the leadership of the current Vice President, who restructured the division and implemented a best-practice operational approach to advancement. During this period of transformation, the office adopted a modern CRM infrastructure through Raiser's Edge, creating a more strategic, data-driven model for donor engagement, stewardship, and fundraising operations. The result has been a dramatic increase in philanthropic performance, positioning the University for long-term advancement success and institutional growth.

Since the restructuring, annual fundraising revenue has grown from approximately \$3.3 million to more than \$20 million in year-over-year support, reflecting both a significant expansion in donor participation and the cultivation of transformational gifts. The advancement team has strengthened alumni engagement, enhanced prospect development strategies, and built a culture of philanthropy that aligns closely with the University's mission and strategic priorities. These efforts have elevated Roger Williams University's visibility and credibility among donors, foundations, and community partners.



The University's momentum is further demonstrated through the success of its first comprehensive capital campaign. To date, more than \$90 million has been raised toward a working goal of \$100 million, supporting scholarships, academic innovation, student success initiatives, faculty excellence, and campus enhancements. This sustained growth in philanthropy reflects a disciplined operational strategy, a strengthened advancement infrastructure, and a compelling institutional vision that continues to inspire investment in Roger Williams University's future.

About the Position

Reporting to the Vice President of Institutional Advancement and working closely with the Assistant Vice President, Leadership Giving, Assistant Vice President, RWU Law Advancement, Assistant Vice President, Alumni Relations, and Senior Director of Foundations, the Associate Vice President, Development Operations will manage the University's fundraising operation, utilizing continuous quality improvement built on feedback from the President, Vice President, Trustees, Donors and Senior Cabinet members. In partnership with the Vice President, the Associate Vice President will deploy business tools and resources to continue building and scaling fundraising capabilities, ensuring an operational model sufficient to sustain comprehensive campaign fundraising.



As a member of the Institutional Advancement senior management team and select-high level University committees, the Associate Vice President will play a key role in achieving annual fundraising goals, managing high-level internal and external relationships, improving division efficiencies, and growing a culture of philanthropy throughout the University and its constituencies. The Associate Vice President will play an active role in achieving the department's ambitious fundraising goals on behalf of the University.

Key Responsibilities

Strategic Planning

- With the Vice President of Institutional Advancement, design a three-year operational plan for the public portion of RWU's first comprehensive campaign.
- Initiate program creation and enhancement to achieve strategic revenue goals.
- Work directly with the Vice President and the Cabinet members to create long-term and short-term business strategies and to facilitate the annual financial planning process to produce accurate and timely operating budgets, projections, and goals.
- Conduct regular updates with senior finance leadership and the Vice President to discuss results against goals.
- Utilize data to discover new sources of philanthropic support to match the institution's priorities and departmental needs.

Leadership

- Lead a team of six, with five direct reports developing staff members' skill sets through mentoring, coaching, and training as well as recruiting and hiring for any open positions.
- Oversee all Service Units (Data Management, Research, Alumni Relations, Donor Relations and Stewardship, and Advancement Communications).
- Develop and implement systems, workflows, and processes that will leverage existing Division strengths through leading, supervising and mentoring staff.



- Lead Advancement team towards maximum efficiency while ensuring the most effective allocation of departmental resources and alignment of existing infrastructure with department priorities and needs.
- Provide motivation and direction in management of direct reports, initiating program creation and enhancement to achieve strategic revenue goals.
- Work cross-functionally with the department's senior management team to define, scope, analyze, and resolve strategic business challenges while providing leadership to key operating units.



Administration

- Develop and implement policies, practices, and systems by identifying departmental needs in support of RWU campaign efforts.
- Utilize a suite of online tools to maximize ability of staff to broaden base of donors and to most effectively target their efforts.
- Research, assess and recommend AI efficiency and program strategies to increase donor retention, engagement and giving.
- Direct and guide the reporting function of the department bridging the gap between requests for information and output to achieve desired analytics and reporting.
- Ensure a high level of fundraising data quality, management, and stewardship.
- Manage departmental operating budget.
- Respect and maintain confidentiality, parameters of operation, professional protocols, and individual privacy.

Relationship Development Management

- Partner with the President, Vice President, and Trustees to leverage their institutional connections with foundations and others to enhance and grow the donor pipeline.
- Analyze the fundraising program and partner with fundraisers to implement plans to increase revenue and donors.
- Build partnerships with multiple departments, staff, and donors across the organization by utilizing communication skills to develop collaborative relationships within the department and at the institutional level.
- Act as liaison and oversee Advancement Division's centralized service role in data quality control for the University to ensure accurate, up-to-date donor and alumni record keeping.

Key Qualifications

- A minimum of fifteen years of demonstrated experience in the following areas:
 - Finance, planning, and/or accounting in a fundraising environment
 - Fundraising technology/information systems
 - Managing as part of a fundraising team
 - Operations and administration oversight in a fundraising context



- Campaign planning and oversight
- Understanding of the higher education business model.
- Comprehensive knowledge of field and procedures.
- Proven record of accomplishment in a similar environment and demonstrated high energy.
- Strategic planning, business management, organizational development, and organization building skills.
- Management skills to motivate, direct, and evaluate staff and volunteers to accomplish fundraising goals.
- Demonstrated written communication skills to prepare and edit effective correspondence, business plans, proposals, and creative solicitation materials.
- Demonstrated oral communication skills to make persuasive presentations to individuals and groups.
- Interpersonal skills to work effectively with organizational leadership, staff, donors, prospects and volunteers.
- Ability to maintain high level of confidentiality and working relationships with others.
- Demonstrated ability to set priorities and perform under pressure of fast-paced office environment.
- Demonstrated experience in CRM system management and the integration and use of related software programs in support of gift and membership processing, constituent record keeping, and prospect management; experience in Raiser's Edge preferred but not required.
- Ability to understand, appreciate, and effectively communicate the institutional mission of Roger Williams University.
- Ability to strategically link institution and programmatic initiatives with opportunities for fundraising.
- Ability to collaborate and support professional colleagues and mentor junior departmental staff.
- Master's degree a plus. At the University's discretion, the education and experience prerequisites may be excepted where the candidate can demonstrate, to the satisfaction of the University, an equivalent combination of education and experience specifically preparing the candidate for success in the position.



Compensation

- The salary range for this position is \$175,000 - \$200,000 per year, commensurate with experience.

Roger Williams University seeks to recruit and support a broadly diverse community of faculty and staff. We value all races, genders, identities, and abilities. RWU is committed to creating a thriving community that encourages lifelong learning, professional development, and academic innovation.

To learn more about Roger Williams University's commitment and support of diversity and inclusion, please visit: <https://www.rwu.edu/who-we-are/diversity-equity-inclusion>.

To express interest, please submit your cover letter and resume in confidence [here](#).

For more information, please visit www.developmentguild.com.

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About Development Guild

Since 1978, we have consulted to leaders across the nonprofit spectrum and successfully collaborated with more than 800+ clients nationwide in academic medicine, arts & museums, education advocacy, environment & conservation, faith-based, health, higher education, human services & social justice, and independent schools. We are experts in executive search, fundraising, and strategic planning—and are at the forefront of delivering best practice in these services.

With each engagement, we work in teams tailored to a client's particular needs, providing sector-specific intelligence, cross-sector insight, and hands-on functional expertise. We combine our perspective on nonprofit leadership with our knowledge and experience in both fundraising and executive search. This distinct perspective enables us to deliver the most strategic and measurable impact.

