

Job Title: Chief Advancement Officer

Department: Advancement

Reports to: President

FLSA Status: Exempt

Remote position: No

Posted: Updated Sept 2026

Kuyper College Mission

As a community of biblical higher education, Kuyper College forms lifelong learners for purposeful lives of work and service to God and neighbor.

Institutional Distinctives

Founded in 1939, Kuyper College provides high quality academic professional and ministry programs with an integrated biblical Reformed worldview. Kuyper College is institutionally accredited by the Higher Learning Commission and the Association for Biblical Higher Education and is the only federally recognized Work College in Michigan. As a small, faith-based college in Grand Rapids, Michigan, Kuyper College is experiencing growth and innovation as we implement our new strategic plan and serve our students, employees, and broader community.

Job Summary

The Chief Advancement Officer, through faithful service to accomplish the mission of Kuyper College, provides effective and collaborative leadership of the Advancement Office team and third-party contractors, supports and serves on the President's Leadership Team, and generates healthy relationships with college constituents. The Chief Advancement Officer is responsible for planning and overseeing strategies and activities related to fund development, print and electronic communications, marketing, alumni relations, events, and public relations.

Desired Qualities and Characteristics

- Genuine love for God and others within the context of biblical higher education
- Commitment to honor the College's Doctrinal Statement and advance the College's mission
- Bachelor's degree required, Master's degree (MBA, MPA, or MPNL) preferred
- CFRE (Certified FundRaising Executive) preferred
- Minimum of five (5) years of experience in fund development, marketing, public relations, alumni relations and website (social media) development
- A successful record of raising major gifts
- Demonstrated experience leading people and processes
- Strong interpersonal skills with teams and constituents
- Excellent communication skills, both written and verbal
- High proficiency using computer software, databases, etc.
- Capacity to travel (drive or fly) up to three days (average) per month to carry out advancement responsibilities.

Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- **College Advancement Strategic Plan:** Develop and oversee strategy, implementation, administration, and reporting on all advancement department activities.
- **Fund Development:** Develop and oversee the strategy for meeting the Annual Fund, scholarships, endowments and other fundraising initiatives and special projects. Establish relationships with donors, in coordination with the Advancement Team and President, to seek and secure unrestricted and restricted gift income. Identify potential contributors and oversee processes (individuals, churches, corporations, foundations) to contribute through general gifts, endowments, trusts, grants, planned giving, etc. In coordination with the CFO, oversee administration of record-keeping processes of all contributions and communication to donors. Follow all applicable state and federal laws.
- **Communications:** Develop and oversee strategy, design, implementation, administration, and reporting of all publications, website activities, and external communications channels.
- **Marketing:** Develop and oversee the marketing and public relations activities and information in coordination with the College's third-party contractors and Advancement team.
- **Alumni Relations:** Develop and oversee initiatives to foster relationships and engagement with Kuyper College alumni.
- **Events:** Oversee the planning and coordination of College events, such as the Annual Scholarship Dinner, Spring Gala, Golf Outing, etc.
- **Public Relations:** Promote the mission and programs of Kuyper College in the public arena. Develop and maintain relationships with community, church, and business leaders and participate in professional associations.
- **Personnel:** Identify, hire, train, and supervise the Advancement team members on a regular basis. Oversee and evaluate the effectiveness of third-party contractors.
- **Budget:** Prepare, administer, and oversee fiscal responsibility of the Advancement budget.
- **Service:** Serve as a member of the President's Leadership Team and support and collaborate with leadership team members. Serve on committees and task forces as assigned by the President.
- Accomplish other duties as assigned

Supervisor: Yes

Application Process

If, after careful and prayerful consideration of this opportunity, you are interested in being considered for this position, we invite you to contact us and submit the following:

- A Cover Letter: Include a statement of your Christian faith and how this will be reflected in your leadership as the Chief Advancement Officer
- A Current Resume
- Examples of success in raising major gifts (portfolio)
- Send inquiries to: hrapplications@kuyper.edu