

Vice President of Institutional Advancement

Responsibilities

Reporting to the President, the Vice President of Institutional Advancement is responsible for providing leadership and direction through the planning, organization, coordination, and implementation of the College's Development Programs. These activities include fund raising, resource development, estate planning, annual giving, alumni relations and corporate and foundations relations programs. The Vice President is responsible for management and completion of the Capital Campaign. The Vice President will lead the advancement team in carrying out the goals and funding priorities as determined by the College's mission and vision outlined in the Strategic Plan. The Vice President encourages, supervises and evaluates the Director of Development, Alumni Affairs Director, Grants Writer, and the Administrative Assistant for the area.

Qualifications

Must have proven leadership skills and at least five years of experience in fund-raising activities in an academic environment, as well as experience in managing a comprehensive major capital campaign. Experience in alumni relations and annual giving plus demonstrated experience and success in soliciting major gifts from individual and corporate donors is required. An earned Doctorate is preferred. Candidates should demonstrate excellent people, communication, and management skills. Excellent organizational and strategic planning skills are also necessary. The successful candidate must be a highly motivated, goal-directed, ethical individual with an understanding of and commitment to the academic role and mission of the College. Flexibility, enthusiasm, and a positive outlook are all desired personal characteristics.