

Title: Vice President for Institutional Advancement

Department: Institutional Advancement

Job Open Date: 06-02-11

Job End Date: Until the position is filled

Salary Range: Salary commensurate with experience

Hours: 40

Position Type: Full Time

Position Schedule: 8:00a – 5:00p (Some extended hours and/or weekends may be required)

Months: 12

ESSENTIAL FUNCTIONS

- Supervises the work of the Director of Communication, Director of Development, Director of Alumni Relations, Director Advancement Services and Director of WVCD Radio Station.
- Serves as chief development officer for the College and as member of the President's Cabinet.
- Serves as staff assistant to the Institutional Advancement Committee of the Board of Trustees.
- Assists the President in establishing the Institutional Advancement goals of the College in keeping with the larger mission and goals of the institution.
- Assists the President in organizing and implementing the College's program of find-raising from private foundations, corporations, churches and individuals.
- Responsible for the preparation of all reports on gifts and grants received by the College.
- Maintains records concerning prospective and promising sources of gift income, and uses these records in planning fund-raising activities.
- Insures all gifts received by the College are properly received and acknowledges.
- Gives overall guidance and direction to the College's program of public relations, alumni relations, church relations, community relations and planned giving and the annual fund.
- Assists the President in all activities relating to the College's participation in the UNCF, Inc.
- Prepares proposals that assist the President, Trustees and others in cultivating potential donors, securing gifts and promoting general support for the College.
- Responsible for the compilation of edits and distribution of publications that assist the College's overall Institutional Advancement program. (Voice and Yearbook)
- Assists the President in designing and arranging special events that promote the College's overall Institutional Advancement program.
- Performs any other duties that may be assigned by the President.

EDUCATION

- A master's degree in communications, journalism, business administration or other appropriate field. Five (5) years of successful experience in a responsible Institutional Advancement, public relations or administrative position. Experienced in use of Desktop publishing, spreadsheet and database software. Higher Education experiences a plus.

MINIMUM QUALIFICATIONS

- Ability to communicate in a highly articulate manner, both orally and in writing.
- Ability to meet and work with people under varied circumstances and establish excellent Rapport.
- Ability to carry out duties and responsibilities with only a limited degree of supervision.
- Ability to manage and supervise a total program of institutional advancement.