



Vice President for Institutional Advancement

IA/1
Institutional Advancement
BCAT CODE: 00114X
FLSA STATUS: Exempt

NATURE OF WORK

Reporting to the Albany State University President, the Vice President for Institutional Advancement and Executive Director of the ASU Foundation is responsible for designing and implementing comprehensive institutional advancement programs, including annual fund, corporate and foundation relations, major gifts and gift planning, endowment, capital campaigns, and alumni and constituent relations efforts. The Vice President is also the Executive Director of the ASU Foundation, the management leader responsible for achieving the ASU Foundation's mission and financial objectives and for overseeing the administration of its strategic planning and operations. Due to the recent consolidation of ASU with another higher education institution, the ASU Foundation is expected to complete the consolidation with the other institution's foundation. The mission of the consolidated ASU Foundation is to build financial and public support for Albany State University through: fundraising that provides financial support to the University and its students; building public and business awareness of the University and how it benefits our community; providing professional, community counsel to the University, and effectively administering its responsibilities of property holder. The Vice President will provide key leadership in support of the University's upcoming comprehensive and capital campaigns. The Vice President will also manage the University's events function providing key support across the University for key events, such as Homecoming, Commencement, and Founder's Day, that advance the University's mission and vision.

TRAINING AND EDUCATION

Required Qualifications:

- Bachelor's Degree (an equivalent level of experience in higher education or non-profit leadership and fundraising may be considered) is required and a master's degree is preferred;
- Minimum of 10 years of experience as a senior level advancement professional with successful fundraising experience for a higher education or non-profit organization which includes the following: Progressive fundraising experience demonstrating increasing levels of responsibility;
- Proven ability to develop and implement major fundraising events and projects;
- Experience with budget planning and management;
- Understanding of various gift instruments, estate planning, trust administration, gift planning strategies, and related tax laws; Five to eight years of supervisory experience demonstrating the ability to lead, collaborate, coordinate and supervise staff; Strong organizational, supervisory, and leadership capabilities are required;
- Exemplary interpersonal skills are essential as is the ability to affect favorably sophisticated volunteers and donors;
- The successful candidate will display a personal commitment to the mission of Albany State University;
- The ability to work effectively with the many various constituencies in the University environment should be evident;
- Other important characteristics include a strong work ethic, personal integrity, excellent communication skills, strategic thinking, and planning skills.
- Evidence of a commitment to lifelong learning and professional growth is helpful.

Required Knowledge, Skills and Abilities:

- Excellent written and oral communication and interpersonal skills;
- Demonstrated effectiveness working with boards, volunteers, and a wide range of constituents;
- Demonstrated ability to promote collaboration, teamwork, and partnerships with internal and external constituents;
- Ability and experience in developing and implementing fundraising events and capital campaign projects;
- Ability to work with a broad and diverse range of people and activities;
- Ability to understand, support and represent the financial needs of the University to potential donors and partners;
- Strong technical abilities with strong knowledge of Microsoft Office applications including Word, Excel and Outlook as well as Raiser's Edge;
- Experience as a successful supervisor of employees, coaching them to the highest levels of performance while promoting a positive, healthy work climate;
- Be active and involved in the advancement profession and keep Albany State University visible among higher education peer institutions.
- Travel is required: the Vice President/Executive Director must be willing to travel 50 to 80% of the time.

Preferred Qualifications:

- Master's degree is preferred;
- Experience in a diverse regionally focused higher education institution or foundation;
- Possession of or ability to obtain CFRE (Certified Fundraising Executive) Credential;
- Experience with fund development software Raiser's Edge software preferred.

ILLUSTRATIVE EXAMPLES OF WORK

- Serve as a member of the President's Cabinet and senior staff, and maintain close working relationships with members of the Foundation Board, key alumni/friends, the community and region and constituents within the University System of Georgia;
- To strengthen the financial resources of the University, the Vice President will lead and manage fundraising and development of resources necessary to support established fundraising priorities, setting the pace and leadership for the cultivation and solicitation of donors through the development of campaigns that fully maximize fundraising processes and the efforts of the ASU Foundation;
- Create and execute development plans that utilize best practices in alumni relations and annual, major, and planned gift programs to meet fundraising goals;
- Maintain a dynamic portfolio of major gift prospects in all phases of qualification, cultivation, solicitation, and stewardship;
- Work closely with the University President, Senior University Staff and the Foundation Board in the administration of the Foundation's operations, fundraising, and management of Foundation staff in development activities, marketing, community outreach and ensuring accountability in scholarship administration and fund management;
- Work in partnership and collaboration with the University's Marketing and Strategic Communications team to develop and communicate the University's mission, vision and goals to donors and prospective donors;
- Execute and take responsibility for long-range strategies that ensure the ASU Foundation makes consistent and timely progress toward achieving its mission;
- Support the Foundation Board in its responsibility for the fiscal integrity of the Foundation to include the submission of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization, and all federal and state laws governing 501(c)(3) non-profits;
- Ensure that gifts are administered to honor a donors' intent, investment policies, scholarship criteria, Foundation by-laws, audit requirements, tax requirements, state requirements for charitable organizations and University and University System policies;
- Ensure that all endowment and investment policy requirements are carefully followed;
- Ensure proper stewardship and recognition of all gifts;
- Work in partnership with the University's financial aid and fiscal affairs offices to award scholarships, fund programmatic initiatives and resolve student funding problems and concerns;
- Responsible for fiscal management operating within the approved budget, as well as ensuring maximum resource utilization and maintenance of the organization in a positive financial position;
- Perform other duties as assigned.