



## Job Description

<b>Job Title:</b>	Associate VP for Institutional Advancement	<b>Grade:</b>	P
<b>Department:</b>	Institutional Development	<b>FLSA:</b>	Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Organizes, directs and coordinates all aspects of the capital fund raising activities of the College and CPCC Foundation. Establishes and operates the campaign structure; assists all College personnel involved.

### **Characteristic Duties and Responsibilities:**

1. Supervises College development activities including the CPCC Foundation administration.
2. Develops and manages capital campaigns, planned giving and annual campaigns.
3. Directs campaign strategy and implementation
4. Manages the campaign process to insure that the campaign adheres to set campaign schedule.
5. Organizes and oversees implementation of all campaign tasks
6. Schedules regular campaign staff and campaign leadership meetings, providing meeting agendas and supporting materials.
7. Oversees development of campaign case statement and strategic plan.
8. Advises campaign material development process.
9. Oversees creation of all campaign-related marketing materials.
10. Participates in prospect identification and lead prospect assignment efforts.
11. Manages communications with staff team
12. Manages campaign cabinet, tracking, solicitation efforts and campaign progress.
13. Manages design and production of volunteer orientation and solicitation materials.
14. Provides training for campaign volunteers, including developing volunteer notebooks
15. Assists in strategy and development of cultivation events in conjunction with appropriate CPCC staff.
16. Works with College staff and Foundation Board to develop fundraising proposals.
17. Assists in developing cultivation and solicitation strategies for each leadership gift prospect.
18. Other campaign duties as assigned.

### **Reporting Relationships:**

<b>Direction Received:</b>	Reports to the Executive Vice President
<b>Direction Given:</b>	Provides direction and supervision to the Executive Director and Senior Administrative Clerk.



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### **Minimum Requirements:**

Bachelor's Degree from a regionally accredited institution in Business or a related field; (2) partnered with five (5) years of increasingly responsible fund development experience in a non-profit organization. This should include, but is not limited to, expertise in capital campaign management, donor research, accounting and reporting, management, donor tracking, supervisory and administrative responsibilities.

An earned Certified Fund Raising Executive credential is preferred.

Occasional evening and weekend work required. Requires minimal travel, mainly local.

### **Knowledge, Skills, Abilities and Worker Characteristics:**

- Demonstrated leadership and supervisory skills
- Knowledge of volunteer recruitment, training and retention
- Knowledge of capital campaign fundraising including leadership gifts, major gifts and general solicitations
- Knowledge of prospect research and grant proposal development
- Knowledge of special event cultivation and donor recognition strategies
- Knowledge of campaign budget management
- Knowledge of the mission and purpose of community colleges and community college foundations.
- Ability to manage multiple projects and work well under deadlines
- Ability to communicate effectively, both orally and in writing
- Ability to manage campaign details and strategies
- Ability to work closely with volunteer leadership
- Ability to manage campaign revenue and expense budget

### **Working Conditions:**

Typical office environment



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