



## Job Description

<b>Job Title:</b>	Associate Vice President	<b>Grade:</b>	P
<b>Department:</b>	Institutional Advancement	<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. Provides oversight of operations and supervision to staff assigned to the CPCC Services Corporation. Directs Resource Development staff and programs/projects to generate additional revenue streams for the college.
3. Oversees operations of the CPCC Foundation, including the recruiting and staffing of Foundation directors, scheduling board and committee meetings and managing financial matters.
4. Engages and staffs volunteers to assist in fundraising and outreach efforts.
5. Develops and manages capital campaigns, planned giving, and annual campaigns.
6. Oversees fundraising for specific projects and programs, including scholarships and facilities.
7. Oversees the Foundation's alumni outreach and engagement efforts.
8. Oversees creation of all fundraising-related and alumni marketing materials.
9. Participates in prospect identification and lead prospect assignment efforts.
10. Manages communications with staff team.
11. Manages design and production of volunteer orientation and solicitation materials.
12. Assists in strategy and development of cultivation events in conjunction with appropriate CPCC staff.
13. Works with College staff and Foundation Board to develop fundraising proposals.
14. Assists in developing cultivation and solicitation strategies for major gift prospects.
15. Oversees donor stewardship activities.
16. Performs other fundraising-related duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to the Executive Vice President

**Direction Given:** Responsible for the operations of a department and other major functions with activities coordinated through first-level supervisors and professional staff

### **Minimum Requirements:**

Baccalaureate degree from an accredited institution in business or a related field and seven (7) years of increasingly responsible fundraising experience in a non-profit organization including but not limited to capital campaign management, donor research, accounting and reporting; Certified Fund Raising Executive credential preferred

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

October 2009



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### **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; sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive keyboarding motions; vocal communications is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; no adverse environmental conditions; infrequently traveling between buildings on campus, to other campuses, locally or out-of-town to attend meetings and conferences; occasional evening and weekend hours for special events or functions

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