Job Description

Job Title:	Vice President of Institutional Advancement	**Grade:**	S
Department:	Institutional Advancement	**FLSA:**	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, grant and entrepreneurial activities of the College and the CPCC Foundation. Establishes and operates the campaign structure; assists all College personnel involved.

Characteristic Duties and Responsibilities:

1. Supervises College development activities including CPCC Foundation, Government Grants and Relations and CPCC Service Corporation.
2. Participates in the College Cabinet.
3. Manages capital campaigns, planned giving and annual campaigns. Organizes and oversees implementations of all fund raising tasks.
4. Assist in strategy and development of key fund raising, grant and entrepreneurial activities.
5. Assists in developing, cultivation and solicitation strategies for each leadership gift prospect.
6. Supports and advises the President, CPCC Foundation Board and CPCC Service Corporation Board in all aspects of fund raising and related planning.
7. Supervises the work of the AVP for Government Relations and Grants, the Executive director of the CPCC Service Corporation and the staff of Institutional Advancement.
8. Schedule regular campaign staff and campaign leadership meetings, providing meeting agendas and supporting materials.
9. Oversees development of campaign case statement and strategic plan.
10. Advises campaign materials development process.
11. Oversees creation of all campaign-related marketing materials.
12. Participates in prospect identification and lead prospect assignment efforts.
13. Manages design and production of volunteer orientation and solicitation materials.
14. Provides training for campaign volunteers, including developing volunteer notebooks.
15. Works with College staff and Foundation Board to develop fundraising proposals.
16. Outreach to International Organizations.
17. Other duties as assigned.

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. June 2014

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Reporting Relationships:

Direction Received: Reports to the President

Direction Given: Provides direction and supervision to the AVP for Grants, Executive Directors and Senior advancement staff.

Minimum Requirements:

Master's Degree from a regionally accredited institution in Business or related. Six years or more of related experience. Must be a Certified Fund Raising Executive.

Knowledge, Skills, Abilities and Worker Characteristics:

Demonstrated leadership and supervisory
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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