Vice President for University Advancement

Job Code 00000958

General Description
Responsible for programs and operational areas that support the advancement and development functions of the University.

Examples of Duties
Advise the President and other Vice Presidents on University issues, policies, strategic plans.
Oversee the operation, development, and implementation of policies and procedures.
Coordinate and foster the development of the mission.
Oversee the development of new or modifications of existing media, development, and alumni relations services.
Speak to groups for fund raising efforts to support the mission of the University.
Supervise departmental budgets and salary review within the division by reviewing, allocating, and authorizing expenditures.
Approve personnel actions within the division.
Direct the development of short range and strategic plans for the division.
Ensure that University advancement activities are in compliance with applicable federal, state, local laws, and regulations.
Respond on University’s behalf to requests for information.
Oversee research and tracking of, as well as communication with, donor prospects.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University and division policies; of federal, state, and local laws related to the University Advancement functions; of the strategic planning process; of the academic programs and student services offered by the University.

Skill in: Providing leadership for division work with PC, staff, faculty, students and external entities; in fund-raising efforts.

Ability to: understand complex policies and procedures; correspondence; report; to write policies; reports; correspondence; to manage multiple budgets; to oversee the development and implementation of effective policies; to speak to individuals and groups about the University; to provide leadership for division and within the University; ability to serve on committees and workgroups.
Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
None.