NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Vice President for Advancement

Department: Administration/Advancement
FLSA Status: Exempt
Grade/Level: Admin/Prof Class III

Job Status: Full Time
Reports To: President
Amount of Travel Required: As needed
Positions Supervised: Administrative Assistant; Director of Development; Director of Marketing and Public Relations; Director of Whatley Center for the Performing Arts
Contract Length: 12 months

Work Schedule:
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor

PURPOSE: To increase the flow of resources to the college by planning, developing, administering, and evaluating all advancement programs in support of the College’s mission with a goal of positively impacting the College’s ability to recruit students, attract the best and brightest faculty and staff and raise funds.

MAJOR RESPONSIBILITIES:
- Identify unmet institutional needs/opportunities (internal scanning)
- Identify unmet community needs/opportunities related to college (external scanning)
- Research, facilitate and design viable solutions/changes
- Interpret and influence college vision and priorities
- Identify private sources of funding
- Identify public sources of funding
- Identify corporate/foundation sources of funding
- Cultivate funding sources
- Develop proposals for donors of major gifts
- Develop proposals for minor gifts
- Respond to private donor requirements/requests
- Establish and maintain credibility
- Plan/coordinate special events
- Recognize donors
- Develop grant proposals
- Develop advocacy relationships
- Facilitate partnerships and economic development
- Acquire non-cash contributions
- Organize and manage the foundation/alumni association
- Manage investments
- Market/develop foundation
- Manage development information system
- Motivate key institutional personnel
- Manage office resources (non-personnel)
- Manage budgets
- Lead and manage people
- Respond to government agency requirements/requests
- Troubleshoot externally funded projects
- Insure regulatory compliance
- Negotiate agreements and contracts
- Broker knowledge with development professionals
Facilitate institutionalization of change
Foster personal and professional development

POSITION CHARACTERISTICS:
This position requires the ability to plan, develop, administer, and evaluate all advancement programs in support of the College’s mission. The Vice-President for Institutional Advancement should have a thorough understanding of the community college mission, knowledge of the College’s strategic plan, and awareness of the population the College serves. This position requires a high degree of skills involving strong oral and written communication, outstanding leadership qualities, and proven marketing and fundraising strategies. The ability to work under stress, to work independently and as a team member and to deal with people in a professional manner is essential.

ADDITIONAL ESSENTIAL POSITION FUNCTIONS:
- May exceed 40 hours per week on a consistent basis, including evenings and weekends.
- Visible and available on campus during the standard 40 hour work week.
- Available as necessary via phone, email and text including evenings and weekends.

MINIMUM QUALIFICATIONS:
- Master’s degree required with a major in a related field. Doctorate preferred.
- At least five years of full-time professional work primarily in development and/or marketing in a higher education setting. Experience in a community college is helpful.
- Ability to set priorities and to work in a self-directed atmosphere
- Strong oral and written communication and interpersonal skills
- Demonstrated proven success in fundraising
- Excellent managerial, organizational and strategic planning skills

Signatures:

_____________________________________________ ________________________
Vice President for Advancement      Date
________________________________________  ________________________
President         Date

Job description developed:  2006
Reviewed:   8/2006; 8/2013
Revised:    8/2013
Prepared by:   Jon McCullough