

Lincoln University Job Description

Job title:	<i>Vice President for Institutional Advancement</i>
Department:	<i>Office of Institutional Advancement</i>
Reports to:	<i>University President</i>

Job Summary:

Provides leadership, administration, and management for the Division of Institutional Advancement. Administers comprehensive development programs, including fundraising, alumni relations, marketing, media production, public relations, publications, community relations, advancement services, lobbying and corporate/foundation/government relations. Assists other university administrators in fundraising efforts. Promotes the involvement of the academic community with the citizens of the region. Develops volunteer leadership through the Lincoln University Alumni Association. Assists in establishing strategies to improve the University's image, statewide visibility, and private fundraising.

Qualifications:

- Bachelor's degree required, Master's degree preferred.
- At least seven years of fundraising and administrative experience with development and alumni programs.
- Supervisory experience at the level of Vice President.
- Ability to make decisions supporting the University's mission and goals.
- Excellent oral and written communication skills.
- Interpersonal skills and the ability to work within a culturally diverse organization.
- Knowledge of financial planning and budget management.
- Evidence of democratic and participatory leadership style.
- Ability to work and foster a student-centered environment and interact effectively with a variety of constituents on and off campus.
- Willingness to travel.
- Ability to cultivate and work with volunteers.
- High level of professional appearance and demeanor.
- Ability to maintain a high level of confidentiality.
- Ability to work with elected officials.

Essential Duties and Responsibilities:

- Providing initiation and oversight of marketing research, strategy development and implementation, and institutional promotion. Serves on the President's Cabinet.
- Providing research on local, state, and national marketing issues and trends important to the institution and produces position papers as necessary.
- Identifying, cultivating, soliciting, and securing major and planned gift donors to the University.
- Supervising and leading a staff in identifying, cultivating, soliciting, and securing private funds for the University.
- Developing an annual coordinated strategic plan in cooperation with the President that focuses on securing private funds for the University.
- Establishing the necessary accountability and stewardship systems within the development operations to insure proper reporting to the donor, appropriate organization, and University constituents.
- Developing an annual coordinated operating budget identifying organization and University resources.
- Updating annually the University's private fundraising priorities.
- Providing recommendations to the President on annual fundraising goals.
- Directing the activities of the Alumni in support of the University's fundraising activities.

Supervisory Relationships:

Provides leadership, direction, and supervision to the following departments and personnel: Marketing and Communications, Alumni Relations, Associate Vice President for Marketing & Communications and Associate Vice President for Development. The Vice President oversees the direction and vision for a number of volunteer groups and organizations including the Lincoln University Alumni Association.

Working conditions:

Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.