

## VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT ALLEN UNIVERSITY

The Vice President for Institutional Advancement is the chief fund development officer, an exemplary administrator on the campus, and a highly visible representative of the university to multiple affiliated and unaffiliated external audiences. The Vice President will lead a staff in identifying, cultivating, and building relationships with individuals, organizations, foundations, and agencies that lead to the support of the University's mission, programs, and students. This Officer will provide leadership and oversight for relations with alumni, church groups, and governmental entities. Marketing, public relations, and social media activities are also overseen by this Officer. The Vice President for Institutional Advancement is a member of the Cabinet and the President's principal advisor on external affairs.

### Other Responsibilities

- Lead the Institutional Advancement (IA) Division in ongoing operational planning and evaluation in support of the University's Strategic Plan.
- Serve as the University's major gift strategist and cultivator.
- Provide administrative oversight for the University's policies on grant applications and implementation.
- Provide strategic and operational leadership for special campaigns and projects.
- Manage budgeting, budget compliance, and personnel with the IA Division.

### Key Qualifications

- A career path preparatory for senior-level fundraising responsibilities.
- Demonstrably superior written and oral communication, motivational, and organizational skills.
- Capacity to travel, work evenings and/or weekends as circumstances and opportunities would require.
- Ability to work collaboratively with diverse constituencies and donors.
- A master's degree related to a skill or area of responsibility required in the position. A bachelor's degree with significant experience and accomplishments will also qualify an applicant.