



## Vice President of Institutional Advancement

[Central Piedmont Community College](#), in Charlotte, North Carolina, is Mecklenburg County's resource for academic excellence and cultural enrichment. Central Piedmont is in close proximity to the Queen City's robust public transportation system, professional sports arenas, and a number of premiere restaurant and shopping outlets that attract visitors from Mecklenburg County and beyond. Today, close to 40,000 students call Central Piedmont home. With eight locations, it is one of the largest community colleges in the Carolinas and serves people of all ages who seek a real-world, affordable, hands-on education that will transform their lives and strengthen the economic, social, and cultural environment of Mecklenburg County.

### General Function:

The Vice President of Institutional Advancement serves as the chief philanthropy officer and has primary responsibility for establishing and implementing an annual growth strategy, including growing annual, major, and planned gifts, special events, and corporate and foundation support.

As a direct report to the President, the VP serves as a key leadership team member and an active participant in making strategic decisions affecting the College. The VP is instrumental in engaging the Foundation Board, the President, and the cabinet in the creation and implementation of a long-term fund development strategy that can sustain and strengthen the entire institution, through the One College model.

The VP grows existing relationships and helps forge new relationships to build the organization's visibility, impact, and financial resources. Specifically, the VP designs and implements a comprehensive plan, built on the cultivation of key individuals and organizations, that results in greater philanthropic support from external constituents and advances a culture of philanthropy within the organization. The VP leads and manages the philanthropy strategy for the entire organization to rigorously engage current and new individual donors, foundations, and corporations, growing overall financial resources and securing the necessary funders to provide a deep investment in program relevancy/expansion, student success, and faculty/staff development.

This position requires a creative, collaborative, and results-oriented leader whose passion for Central Piedmont and community college education is matched with strong leadership, outstanding interpersonal skills, crisp decision-making in the face of complex challenges, and a proven track record of non-profit fundraising.

### Ongoing Duties and Responsibilities:

1. Lead the creation of a fundraising strategy; create the plans that will ensure that the College's fundraising goals are achieved through multiple fundraising approaches/channels that reach a diversity of donors and is clear in its objectives, goals, target audiences, timelines, and assignment of responsibilities.

2. Lead the work of the philanthropy team and ensure that the team is meeting or exceeding fundraising goals. Recruit, hire, develop, supervise, coach, and evaluate team members and create a supportive, goal-oriented and productive work culture based on the organizational values of the College. Set performance goals for team members and evaluate performance against goals on a regular basis. Effectively coach team members and provide supportive and developmental feedback to enhance performance. Ensure that team members develop the technical, leadership, and professional skills to be successful.
3. Ensure that processes, procedures, and assignments of responsibilities are designed to meet fundraising goals in an efficient, manageable, and effective manner. Advise the President on the relationship building and fundraising opportunities that are strategic and of the highest priority and ensure that her time is scheduled effectively in fundraising and donor cultivation processes and events.
4. Create a focus on prospect and donor research; be accountable for growth in the prospect pool for future relationship cultivation.
5. Manage a portfolio of major donors and prospects, and facilitate the President's engagement with a select and targeted group of major donors and prospects.
6. Devise and implement comprehensive fundraising campaigns for the College.
7. Ensure a donor stewardship program is in place that builds a culture of giving among constituents, leading to increased and repeatable philanthropic investments; this includes the implementation and management of donor recognition societies and events.
8. Evaluate the fundraising activities annually to ensure quality, productivity, and relevance towards meeting goals; lead engagement to create strategies that support fundraising and awareness-building goals as well as Program strategies that support engagement and increased donor/volunteer commitment to the College's mission.
9. Work closely with the President in all phases of advancement and campaign leadership activities.
10. Work with the President to keep the Foundation Board of Directors and College's Board of Trustees informed of philanthropy activities; train Board members in fundraising and help to identify and recruit new Board members; provide data relevant to tracking fundraising progress and planning.
11. Contribute to the organization's strategic plan and direction in collaboration with the President and Cabinet.
12. Work collaborative with Marketing on initiatives, social media, and other fundraising support and collateral to be used by the Philanthropy team.
13. Represent the College in the community on boards, panels and commissions, and events that support the College's community and fundraising goals, as directed by or on behalf of the President.
14. Stay informed and up-to-date on community, state, and national issues that have a bearing on the work of the College and ensure that the philanthropy team is also kept informed and current.
15. Facilitate communication and collaboration across college functions and campuses and avert organizational silos to strategically make informed philanthropic investment decisions on behalf of the Foundation.
16. Work collaboratively with the Chief Financial Officer and the entire leadership team in creating the organization's overall budget by providing accurate information and the best forecasts possible.
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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.

18. Assist Finance in collecting and reporting any data necessary for funder and other external requirements.
19. Ensure the advancement team is processing and acknowledging gifts timely and accurately, updating records of all communications and donor information in appropriate secure databases, accurately customizing donor data, and accurately importing, exporting, and editing donor data in a variety of platforms and tools.
20. Maintain awareness of current developments in management, higher education, and fields related to assigned functions.
21. Establish and maintain a climate which encourages the development and retention of competent personnel, a high level of morale, and the pursuit of excellence
22. Performs all duties in an ethical manner and with integrity; maintains the confidentiality of the President's office and all Central Piedmont donor and constituent information; uses appropriate discretion in all interactions with internal departments, donors, constituents, and board members; promotes/maintains a positive image of both the college and the office of the President.
23. Perform related duties as assigned.

Minimum Requirements:

An earned bachelor's degree in public administration, business administration, or related field from a regionally accredited college or university.

Preferred Requirements:

1. An earned master's or doctorate/terminal degree in public administration, higher education, business or related field from a regionally accredited college or university.
2. CFRE certification.
3. Proven experience in a capital campaign.
4. Fundraising experience in higher education.

Knowledge, Skills, Abilities and Worker Characteristics:

1. Five or more years of progressive experience in fundraising and a working knowledge of fundraising strategies and operations is required.
2. Proven history of high-level, high-return fundraising, sales or business development results based on building strong, lasting relationships with a diversity of donors/customers and through a diversity of strategies that uniquely reach each type of donor.
3. Proven experience in leading people and managing systems to achieve fundraising goals and substantial increases in revenue while cultivating a work culture that is high performing, developmental, innovative, creative, and inspiring.
4. Outstanding organizational skills to operationalize a strategic fundraising plan by identifying goals and objectives and specific actions to achieve them, setting priorities, delegating actions to team members and influencing upward and laterally in order to ensure that key actions in the plan are executed by all needed stakeholders including the College President.
5. Comfortable building relationships with corporate and foundation leaders, high net-worth individuals, community leaders and individuals capable of making significant level contributions.

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6. Demonstrable competence in leadership, philanthropy, with significant business and leadership acumen.
7. Knowledge of community college educational philosophy, governing statutes, and instructional programs.
8. Knowledge of best leadership/administrative practices and strategic planning.
9. Work independently and direct activities of college operations through subordinate administrators.
10. Apply best practices and benchmarks in addressing college needs.
11. Interpret financial data and manage resources.
12. Establish cooperative relationships in a multi-cultural college and external community.
13. Communicate effectively orally, in writing, and through public presentations.
14. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
15. Exhibit excellent interpersonal and diplomatic skills.
16. Act in a manner that is transparent, above reproach, and shows good judgment.
17. Maintains confidentiality, as appropriate, with data and information.

Working Conditions:

1. Typical office environment.
2. Some travel is required

*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*

To Apply:

Nominations and applications will be accepted until the position is filled. Inquiries, nominations, and applications may be directed in confidence to: Gonser Gerber Search, c/o Gonser Gerber LLP, 1776 Legacy Circle, Suite 100, Naperville, IL 60563; [search@gonsergerber.com](mailto:search@gonsergerber.com). To apply, please submit a cover letter, résumé, and three professional references. References will not be contacted until later in the search process. Diverse and traditionally underrepresented candidates are encouraged to apply.

Notice of Nondiscrimination

**As a recipient of federal funds, Central Piedmont is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities. Central Piedmont Community College does not discriminate on the basis of sex in its educational programs or activities, including in the context of admission or employment.**