



Huntington University Office of Advancement

POSITION TITLE: Vice President for University Advancement

REPORTS TO: President of the University

BASIC FUNCTION: The *Vice President for University Advancement* is the senior administrator of the University, serving on the senior leadership team, and is responsible for fund-raising, gift planning, and for alumni relations and external community outreach programs. The *Vice President for University Advancement* reports to the President and provides leadership to the campus for fund-raising programs that are ethical, that conform to the policies of the president and the Board of Trustees, and that reflect Christian values.

QUALIFICATIONS:

1. A strong personal faith in Jesus Christ.
2. Significant and successful experience in directing an advancement operation, or related experience.
3. Demonstrated understanding of Christian higher education.
4. Master's degree or equivalent required.
5. Knowledge of and experience with advancement operating systems.
6. Positive interpersonal skills and a team player.
7. Demonstrated administrative and supervisory skills.

RESPONSIBILITIES:

1. **Major donors cultivation and solicitation.**
 - Spends approximately one-third of work schedule in cultivating and soliciting gift prospects with primary emphasis on major gifts from individuals, foundations, and corporations.
2. **Fund-raising programs.**
 - Oversees direct mail, tele-solicitation and other annual fund programs.
 - Provides for a systematic process for the identification of potential donors.
 - Works to continually expand donor base.
 - As appropriate, plans and implements a program to generate capital resources, including building and endowment funds, and provides direction in campaign planning and organization.
3. **Presidential contacts.**
 - Plans and monitors the field work of the president through a systematic prospect strategy and management process.

- Works with the president, Board of Trustees, the President’s Advisory Council on Excellence, and volunteers in encouraging and promoting fund-raising efforts.
4. **Field staff contacts.**
- Plans and monitors the work of the University Advancement staff responsible for the annual fund, gift planning, community relations, major gifts, and development operations through a systematic prospect strategy and management process.
5. **Program administration.**
- Administers advancement programs to obtain annual unrestricted and restricted operating funds, capital endowment and building funds, and deferred gifts.
 - Supervises external community programs.
 - Oversees advancement procedures and computer systems for gift accounting and prospect management.
 - Analyzes, with the President, Board of Trustees and senior leadership team, fund raising needs and goals. Coordinates departmental plans and projects into an Advancement Office plan. Monitors and evaluates plans and activities.
6. **Personnel relations.**
- Recruits, supervises, coordinates, trains, and evaluates advancement staff.
 - Provides professional development opportunities for personnel, including annual evaluations.
 - Delegates to subordinates the authority to carry out assigned functions and responsibilities effectively.
 - Monitors and evaluates activities and performance of immediate subordinates, and appraises specific accomplishments and contributions made by each. Measures actual results against expectations. In consultation with the President, encourages and rewards improved performance and takes corrective action when performance falls short of expectations.
7. **Public Relations.**
- Provides collaborative leadership with the President and University staff in maintaining constituent relations.
8. **Huntington University Foundation.**
- Serves as a member of the Huntington University Foundation.
9. **Budget control.**
- Develops and recommends to the president annual budgets to meet advancement departmental and institutional needs.
 - Coordinates, monitors, and controls budget expenditures. Works with staff to ensure tight budgetary controls.
10. **Comprehensive Campaign.**
- Serves as the chief development officer and campaign director for any University campaign initiatives.
 - Works with the campaign consultant to determine campaign strategy.
 - Provides staff support for any campaign committees.
11. **Other.**
- Serves as staff and secretary to the Advancement Committee of the Board of Trustees, and as a member and officer of the President’s Advisory Council on Excellence.
 - Provides leadership for and/or serves as a member of all standing committees relating to institutional advancement as required ex officio. Serves as a member of the Senior Leadership Team and President’s Council.
 - Performs related duties as assigned by the President.