

Position Summary:

The Vice President for Institutional Advancement and Executive Director of the Foundation supports the vision and mission of St. Petersburg College by diversifying and strengthening the College's funding base. The Vice President, as the College's chief development officer, is responsible for the overall leadership and performance of a comprehensive advancement program for the College formulating policies and programs that grow both the financial and human investment in the College. The Vice President is the primary liaison for the St. Petersburg College Foundation and is responsible for the leadership, strategic direction and oversight of all advancement programs including annual giving, alumni relationships, corporate and foundation relations, marketing and communications, all public and private sector grants, major and planned giving and campaign leadership.

RESPONSIBILITIES:

- Serves as a member of the President's leadership team, setting and carrying out strategic initiatives, goals and objectives and budget planning for the department and Foundation;
- Supervises and leads a staff in identifying, cultivating, soliciting and securing private and public funds for the College;
- Serves as the key staff support for members of the Foundation Board;
- Maintains strong and collaborative relationships with the College's academic and student affairs leadership and with faculty and staff;
- Articulates the College's strategic needs, opportunities and vision with clarity and enthusiasm;
- Exhibits knowledge of higher education philanthropy and its potential impact on faculty success and student performance;
- Reports annually on the five-year strategic development plans for the SPC Foundation with measurable annual outcomes congruent with College growth plans;
- Cultivates, solicits and closes gifts;
- Establishes the necessary accountability and stewardship programs to insure proper reporting to donors, the Foundation and College community;
- Supports the President in advancement activities;
- Develops and manages an aggressive calendar of outreach that involves faculty, staff, alumni and Foundation Board members in the solicitation process;
- Oversees scholarship program management;
- Supervises marketing coordination and communication;
- Plans and coordinates special events;
- Develops advocacy relationships on a continuing basis;
- Facilitates partnerships and economic development;
- Directs the activities of the Alumni in support of the College and the Foundation's fundraising activities;
- As Executive Director, works with members of the Foundation's Finance Committee in managing the Foundation endowment and other financial investments;
- In collaboration with the College's IT department, manages the development information system;
- Serves as the campaign manager for all Foundation campaigns;
- Responds to government agency requirements and requests in a timely and thorough manner;
- Troubleshoots externally funded projects;
- Ensures regulatory compliance;
- Negotiates agreements and contracts;
- Fosters personal and professional development in members of the advancement team; and
- Performs other job-related duties as assigned.

Compensation: \$126,814.80 - \$190,222.20

Requirements: Education:

Bachelor's degree in an appropriate field required. Master's degree in an appropriate field preferred.

Experience:

Five (5) years or increasingly responsible direct experience in fundraising activities.

Required Qualifications

The Vice President of Institutional Advancement and Executive Director of the Foundation will have five or more years of increasingly responsible direct experience in the fundraising activities, five years of supervision and team-building experience and an appreciation for the community college and its role in a dynamic society. Prior experience in staffing a non-profit or higher educational board is also desirable.

The Vice President of Institutional Advancement and Executive Director of the Foundation will, at a minimum, hold a Bachelor's Degree in an appropriate field. He/she will have a proven successful track record of identifying potential donors and raising significant funds, cultivating donor relationships, soliciting gifts, and overseeing investments and distribution of funds for various purposes. Further, the Vice President of Institutional Advancement and Executive Director of the Foundation will have had successful experience in leading and supervising at least one of the following areas: alumni engagement, planned gifts and annual and major gifts campaigns. He/she also will have experience with computerized record keeping systems and knowledge of accounting and budget management processes in a non-profit environment. The Vice President of Institutional Advancement and Executive Director of the Foundation will have had previous experience in leading a volunteer board of community leaders, planning a setting strategic direction for fundraising initiatives and complying with governmental and IRS regulations. Finally, the Vice President of Institutional Advancement and Executive Director of the Foundation will possess both the personal characteristics and experience that will create and maintain excitement for supporting the Foundation with the College community.

Preferred Qualifications

Ideally, the Vice President of Institutional Advancement and Executive Director of the Foundation will have eight or more years of increasingly responsible direct experience in private fundraising activities, five or more years of experience as a chief development officer of a community college foundation and five years of supervision and team-building experience. He/she will also have earned a Master's Degree in an appropriate field. Experience in leading and/or supporting a major gifts campaign is highly desirable.

** An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

The Vice President of Institutional Advancement and Executive Director of the Foundation must demonstrate substantial planning and fundraising skills, possess a thorough knowledge and understanding of Microsoft Office, cost/fund accounting, marketing/sales theory and practice and the characteristics of students. Additionally, the Vice President of Institutional Advancement and Executive Director of the Foundation must have excellent supervision, leadership, team-building, negotiating and contracting skills.

Skills:

The position requires the ability to analyze and synthesize data, establish priorities, develop and participate in service area social networks, design and produce publications, write proposals and interpret and comply with rules and regulations. The Vice President of Institutional Advancement and Executive Director of the Foundation must be politically astute, an excellent communicator and possess or be able to obtain a valid Florida Driver's License.

Physical:

Ability to attend frequent campus and community/business meetings, and willingness to work in the evening and on the weekends as required. Travel extensively within the region.

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs

are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Directs staff which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary decisions.	Daily 10%
2.	Develops and oversees multiple budgets and grants; allocates resources; reviews and approves justifications for budget items; directs the monitoring and control of expenditures.	Daily 10%
3.	Provides leadership in the design, implementation, and assessment of strategies, goals, policies, objectives, and activities over multiple departments, which includes developing, approving, planning, coordinating, administering, and evaluating programs, projects, processes, policies procedures, systems, standards, and/or service offerings; ensuring compliance with Federal, State, and local laws, regulations, codes, and/or standards and grant regulations; and coordinating activities between multiple departments or functions.	Daily 40%
4.	Develops and maintains internal and external relationships; participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other information; represents assigned area on committees, advocacy groups, and/or related groups. Negotiates and manages contracts with external parties as necessary.	Daily 30%
5.	Reviews and approves a variety of multi-faceted information, data, and reports; makes decisions based on findings; approves reports submitted to external sources and regulatory bodies.	Daily 10%
6.	Performs other duties of a similar nature or level.	As Required

Equal Access/Equal Opportunity

The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, national origin, marital status, pregnancy, sexual orientation, gender identity, genetic information, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the college will not tolerate such conduct. Should you experience such behavior, please contact Pamela Smith, the director of EA/EO/Title IX Coordinator at 727-341-3261; by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at eaao_director@spcollege.edu.