



Savannah State University Position Description – Vice President - University Advancement

POSITION DESCRIPTION

Position Title: Vice President for University Advancement FLSA Status: Exempt
Reports to: President
Department: University Advancement
Date Prepared: December 2007

BASIC FUNCTION

The vice president for university advancement is the chief advancement and development officer of the university after the president. This position participates as a member of the President's Cabinet in the overall management of the University. The chief advancement officer is responsible for providing leadership for the development, administration, and management of all functions and matters relating to a comprehensive fund raising program, their support services, and relations with alumni (Alumni Affairs), the media, and the community (Public Relations/Communications) for Savannah State University.

NATURE & SCOPE

Facilitate and direct the planning, direction, coordination, and supervision of all fund raising programs for the university; supervise the offices of alumni affairs, development, and public relations; establish, through consultation with the president, annual fund raising goals and objectives and administer a plan for university fund raising; communicate and collaborate routinely with other vice presidents in the conduct of business; develop and initiate marketing strategies to highlight the positive aspects of the university; promote the development of outreach programs which involves the university with the community; establish, generate, build, and monitor an endowment; develop and manage the university's giving program, including, but not limited to annual fund drive, deferred, corporate, foundation, gifts received by the university; account for and acknowledge all gifts received by the university; provide an annual report identifying all sources of contributions; develop, in corporation with the directors of alumni affairs, public relations and director of development, policies and procedures for disseminating information and news about the university for encouraging alumni support and for informing the general public about programs, services, and activities using various forms of media; develop, administer and manage the annual budget for the division; any special projects & other duties as directed by the president; attend Board of Regents meetings as directed by the president

PRINCIPAL ACCOUNTABILITIES

Actively participate in University and community activities to develop knowledge of SSU programs and to promote a positive public image of the University. Develop and maintain positive, cooperating working relationships with other staff. Handle sensitive and confidential information in a professional and businesslike manner. Work with other staff members to prioritize and assist in completing assignments by expected deadlines.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Masters degree required; supplemented by three to five years of management with knowledge of business development, campaign management, annual giving programs, corporate foundation relations, prospect management, alumni affairs; experience in volunteer management and in soliciting gifts; interpersonal communications and team building skills; excellent writing skills; commitment to values of higher education; self motivated/goal oriented and ability to travel.