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## St. Petersburg College

**Position Title: VP, Institutional Advancement & Foundation Executive Director**

<b>Pay Schedule</b>	<b>Pay Grade</b>	<b>Classification Series</b>	<b>Classification Title</b>
Administrative & Professional	L	Administrative Management	Administrative Vice President

**Job Summary for Positions in this Classification**

This is the fourth of five levels in the Administrative Management series. The classification is responsible for directing the activities, programs, and projects of College-wide administrative departments, functions, or programs. Incumbents work in an administrative related department or function which enables the College to function fiscally, operationally, or administratively. Incumbents will be responsible for managing professional work, recommending, developing, and managing multiple budgets, and working with multiple departments to achieve strategic objectives. Incumbents will have supervisory responsibilities, and be predominantly involved in the strategy formation and external relations.

**Position-specific job summary**

The Vice President for Institutional Advancement and Executive Director of the Foundation is St. Petersburg College's chief development officer. The Vice President for Institutional Advancement and Executive Director of the Foundation is charged with fund- and friend-raising. The position supports St. Petersburg College's strategic initiatives and responds to student needs by engaging in development activities designed to increase the assets of the foundation.

**Typical Essential Duties for Positions in this Classification**

<b><u>These duties are a representative sample; position assignments may vary.</u></b>		<b><u>Potential Frequency</u></b>
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%

<b><u>These duties are a representative sample; position assignments may vary.</u></b>	<b><u>Potential Frequency</u></b>
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

**Position-specific assignment within typical essential duties**

- Identifies private, public and corporate/foundation sources of funding
- Exhibits knowledge of philosophy of higher education philanthropy and its potential effects on faculty success and student performance.
- Prepares annually a five-year strategic development plan for SPC with measurable annual outcomes congruent with college growth plans.
- Cultivates friends and donors
- Raises funds for the foundation
- Writes proposals and seeks funds through various direct or facilitated approaches
- Responds to private donor requirements or requests
- Establishes and maintains credibility with internal and external constituencies
- Plans and coordinates special events
- Develops advocacy relationships
- Facilitates partnerships and economic development
- Acquires non-cash contributions
- Organizes and manages the foundation and alumni association
- Manages financial investments
- Markets and develops the foundation
- Manages development information system
- Motivates key institutional personnel
- Manages office resources (non-personnel)
- Develops and manages budgets
- Leads, builds and manages the office team
- Responds to government agency requirements and requests
- Troubleshoots externally funded projects
- Ensures regulatory compliance
- Negotiates agreements and contracts
- Brokers knowledge with development professionals
- Develops and supports the foundation board in increasing its abilities
- Fosters personal and professional development
- Performs other job-related duties as assigned

**Educational Requirements\***

Bachelor's degree in a related field to assigned area. Master's degree preferred.

**Experience Requirements\***

Seven (7) years of increasingly responsible direct experience in fundraising activities.

\* 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.

### **Licensing Requirements**

None.

### **Knowledge, Skills, and Physical Requirements**

#### **Knowledge:**

- Leadership principles;
- Cost/fund accounting;
- Marketing/sales theory and practice ;
- Program development and administration principles and practices at a College-wide level;
- Higher education administration principles and practices;
- Advanced principles and practices in assigned area of responsibility;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Budgeting principles;
- Strategic planning principles;
- Policy and procedure development practices.

#### **Skills:**

- Providing leadership to lower level staff;
- Delegating and prioritizing work;
- Fundraising skills;
- Supervision and team-building;
- Negotiating and contracting;
- Analyze and synthesize data;
- Develop and participate in service area social networks;
- Design and produce publications;
- Write proposals;
- Politically astute;
- Setting goals;
- Developing and implementing strategies;
- Directing, monitoring, and evaluating Collegiate policies and procedures;
- Planning, coordinating, and implementing college-wide components and activities;
- Developing and administering budgets;
- Interpreting and applying applicable laws, rules, and regulations;
- Analyzing academic and/or administrative projects, programs, and processes for areas of improvement;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

#### **Physical:**

- Positions in this class typically require: reaching, standing, walking, fingering, 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, including the human body. 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;
- Ability to attend frequent on- and off-campus meetings, and willingness to work in the evening and on the weekend as required. Travel extensively within the region.

#### **Note**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Last Reviewed:** Jun 13, 2013