



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Associate Vice President for Institutional Advancement and College Relations
POSITION NO.	501679
LOCATION	Lincoln
REPORTS TO	President
GRADE	BOE 18
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISES:	Professional and support staff
REVISION DATE	June 2018

JOB SUMMARY:

To be responsible and accountable for institutional advancement and grants, fund raising and external relations. Also, to function as the Executive Director of the Community College of Rhode Island Foundation, as well as develop and oversee the College's alumni affairs activities.

DUTIES AND RESPONSIBILITIES:

- Develop, monitor and promote all phases of external funding activities including state, federal and private funding relationships.
- Supervise functions pertaining to donor relations and stewardship, strategic planning and goal setting, scholarship development and management, special events, donor recognition, and volunteer recruitment and direction.
- Supervise staff hiring, professional development and training, and performance evaluation.
- Identify current and future grant funding needs and establish priorities for seeking grant funding; ensure these needs and priorities reflect and/or complement the mission and goals of the Community College and its departments.
- Supervise the areas of grant and fiscal programs management including research, writing and budget development, as well as all facets of the review, processing, submission, contract agreement finalization and reporting as they relate to proposals to foundations, business concerns, organizations and individuals for grant funding.
- Identify and publicize sources of grant monies to Community College divisions and departments; provide technical assistance to administrators, faculty and staff in obtaining financial support.
- Develop and maintain corporate and foundation, governmental and legislative relations for purposes of grant funding and institutional support.
- Serve as the executive director of the CCRI Foundation and provide creative leadership in working with trustees and their committees to develop and implement the vision and strategic plan to guide the Foundation's work.
- Provide support to the Foundation through Board development; provide leadership guidance to standing and ad hoc committees in carrying out annual action steps and the plan of work as related to the strategic plan.
- Seek out and secure major gifts from individuals, foundations and corporations including monetary gifts, in-kind contributions, mail solicitations and cultivation and stewardship of prospects.
- Provide oversight and integration of all fundraising functions, as well as maintain authority over prospect research, information systems and development communications.
- Initiate, organize and oversee the Annual Fund Campaign, as well as Comprehensive and Capital Campaigns as they are authorized by the Foundation. Work with consultants to develop case statements, research prospects, and develop and write proposals for corporate and private funding.
- Oversee the Alumni Association Office by coordinating the activities of the Alumni Affairs Director and providing direction and encouragement.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.

Other related duties as assigned by the President.

LICENSES, TOOLS, AND EQUIPMENT:

Various computer hardware and software relating to fund raising and communications.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree
- At least five years of successful professional fund-raising experience for an institution of higher education or similar non-profit organization
- Evidence of successful experience in supervision, management, record keeping and data analytics
- Must be able to communicate effectively orally and in writing, as well as be able to organize, coordinate and supervise professional and support staff.
- Demonstrable experience with grant writing, management and reporting.
- Knowledge of the grant writing, management and reporting processes.
- Must possess exceptional interpersonal skills.
- Strong leadership skills and ability to bring together different constituencies in order to achieve goals and build consensus among constituents.
- Proven track record in revenue diversification and growth.

PREFERRED QUALIFICATIONS:

- Master's degree
- Experience working with non-profit boards desired

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.