

Vice President of College Advancement - External

Date: February 16, 2023

Title: **Vice President of College Advancement**

Job ID: 1493

Hours: 40 hours/52 weeks

Compensation: Salary is commensurate with experience and competitive

Reports to: President of the College

Posting Close Date: March 17, 2023

Summary

The College Advancement Unit combines the efforts of the Grand Rapids Community College Foundation, Alumni Association, Communications and Grants departments to build stronger relationships with faculty, staff, donors, grantors, alumni, and community friends. Additionally, the Vice President will assist the college President with engaging the community, developing strategic partnerships, and fostering community connections. The Vice President of this unit will set strategic direction and provide leadership and vision for the development, implementation, and evaluation of a broad range of processes related to communications, public relations, and resource and grant development.

Essential Job Functions

- Responsible for planning, organizing, and implementing strategies to secure grants, corporate, foundation, and personal donations in support of college priorities.
- Supervise and provide leadership to the Executive Director of the GRCC Foundation
- Supervise and provide leadership to the Director of Grants and Resource Development.
- Supervise and provide leadership to the Director of Communications to advance the college's image and brand.
- Responsible for hiring, supervision, and evaluation of direct reports and related personnel within the portfolio of College Advancement.
- Develop and support the implementation of an institutional strategic communication, community engagement and institutional advancement plan
- Creates and maintains a high-performance environment characterized by positive leadership, a philosophy of campus collaboration, a strong team orientation, and active participation in College/Department activities.
- Expand the College Advancement operations for increased resource development.
- Serve as a member of President's Executive Team.

- Participates in ongoing planning process to implement the annual College wide goals and strategic plan of the College.
- Represent the College President in developing and maintaining individual, corporate and community and recipient relations.
- Lead staff in goal setting, and review and communicate to staff clear performance expectations.
- Provide strategic leadership for the GRCC Alumni Association activities and College Advancement activities.
- Provide strategic leadership for the development and enhancement of partnerships and relationships between the College and outside organizations, which result in resources and/or funding for projects/grants.
- Responsible for the development of policy, standards, goals, communication, etc. within the College Advancement portfolio.
- Provide oversight for the management and monitor financial resources and related budgets for Communications, Grants, College Advancement, Alumni Association, Foundation, and special projects; i.e., Capital Campaign management including pledge progress and gift and acknowledgement processing.
- Provide leadership for college/department fundraising efforts, special events and community projects in collaboration with the GRCC Foundation's Executive Director.
- Cultivation and Orientation of new Foundation Board Members in collaboration with the GRCC Foundation's Executive Director.

Non-Essential Job Functions

- Serve and an executive liaison Executive support to Foundation Board of Trustees.
- Provide oversight, support and coordination for college/departmental fundraising efforts, special events and community projects in collaboration with the GRCC Foundation Executive Director.
- Other duties as assigned by college president.

JOB SPECIFICATIONS

Education

- Master's degree required.

Experience

- Six or more year's related experience is required, including experience with strategic communication, community engagement and resource development.
- Experience in higher education, governmental, or not-for-profit is required.
- Demonstrated capability in fund development at the major gift level.
- Prior supervision and management experience.

Skills

- Highly developed management, organizational, administrative, and consulting skills.
- Proven group facilitation and presentation skills with ability to project a positive professional image.
- Strong interpersonal skills to deal effectively with GRCC faculty and staff, community members, and individuals from outside agencies.
- Strong planning, organizing, budgeting, and managing skills in a complex work environment and ability to work independently and prioritize work.
- Ability to guide strategic visioning and planning process and implement resulting strategic plan.
- Proficient use of Windows, Word, Excel, PowerPoint, as well as a working knowledge of or a willingness to learn the Campus Wide Information System and other relevant software.
- Demonstrated leadership skills.
- Ability to work under pressure while possessing mature judgment and flexibility.
- Must use good judgment in handling sensitive, political, or difficult situations.
- Demonstrated initiative and problem-solving abilities.
- High energy level with enthusiasm and passion to help and support the college and the community.
- Strong interpersonal skills and demonstrated ability to cultivate and lead a team.
- Demonstrated data analysis and evaluation skills.
- Successful experience working with diverse populations.
- Commitment to continuous quality improvement at an individual and institutional level.
- Demonstrated ability to research, analyze, create, and improve process in systems.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Participation in community events/organizations.
- Commitment to the Community College mission, vision, values, and ends.
- Ability to maintain confidentiality.
- Experience with developing collaborative relationships and partnerships.

Mental Demands

- Must be able to communicate effectively and efficiently both verbally and in writing. Must be able to effectively manage high stress conflict situations with a positive approach. Team orientation and outstanding work ethic required.

Physical Demands

- The position requires long periods of sitting, standing, reading, and writing, listening and speaking. Must be able to lift up to 20 pounds.

Working Conditions

- This position works independently and with groups. Occasional night and weekend work may be necessary to accomplish objectives. Some travel is required to participate in professional organizations and conferences.

METHOD OF APPLICATION

Grand Rapids Community College is only accepting online applications for this position. Please apply at <https://www.grcc.edu/jobs> Submit a cover letter and resume in one document. The opportunity to apply for this position will close on **March 17, 2023, at 11:59 PM ET**. Individuals with diverse backgrounds are encouraged to apply. Grand Rapids Community College is an Equal Opportunity Employer. Visa sponsorship is not available.

Grand Rapids Community College creates an inclusive learning and working environment that recognizes the value and dignity of each person. It is the policy and practice of GRCC to provide equal educational and employment opportunities regardless of age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, political affiliation, familial status, veteran status or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. GRCC is committed to reviewing all aspects of GRCC programs, activities, services and employment, including recruitment, selection, retention and promotion to identify and eliminate barriers in order to prevent discrimination on the basis of the listed protected characteristics. The College will not tolerate any form of retaliation against any person for bringing charges of discrimination or participating in an investigation. Further information may be obtained from the EEO Office or the Office of General Counsel, 143 Bostwick Avenue NE, Grand Rapids, MI 49503-3295.

To apply, please visit: <https://apptrkr.com/3920358>

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