

Job Description: Vice President for Institutional Advancement

Job Summary

The Vice President for Institutional Development is responsible for Public Relations, Publications, Alumni Services, Donor Development, and Recruitment/Admissions.

Organizational Relationship

The Vice President for Institutional Advancement is directly accountable to the President.

Qualifications

1. Bachelor's degree required with an advanced degree preferred and at least two years of experience in Public Relations or Donor Development.
2. Proven administrative, communication, supervisory, and writing skills. Knowledge of computer systems highly desirable. Must have proven ability to work effectively with others.
3. Experience in fund raising campaigns highly desired.
4. Commitment to the College Doctrinal Statement.

Responsibilities

1. Supervise and direct all personnel assigned to Institutional Advancement.
2. Prepare and administer the approved Institutional Advancement Budget.
3. In cooperation with the President, plan and direct College fund raising projects and programs. Actively raise funds for College projects and programs including ABC Fund, Capital projects, etc.
4. Develop and maintain an active donor support team, building the team through personal involvement.
5. Coordinate College forms and publications including design, layout and publication of the College Newsletter, and College Catalog.
6. Plan and direct the Student Recruitment and Admissions programs.
7. Plan, direct and build the Alumni Services program.
8. Assist the Vice President for Business Administration and Director of Recruitment and Admissions in the administrations of all need-based financial aid programs in compliance with federal, state and college regulations.
9. Prepare, maintain and apply all policy and procedures which relate to institutional advancement responsibilities.

10. Oversee and supervise the Special Projects Coordinator in advancing the development of the Glennallen campus for ministry purposes and financial endowment of ABC.
11. Other work as assigned.

Position Status

This position is a full-time salaried opportunity that will be funded with a half salary from the ABC General Fund. The remaining portion of the salary will come from mission support raised by the position holder.

Contact Information

Interested applicants should contact:

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