

Job Description: Institutional Advancement Dean 2022

Job Summary

The Dean of Institutional Advancement is responsible for Public Relations, Publications, Alumni Services, Donor Development, and Recruitment needs of Alaska Bible College.

Organizational Relationship

The Dean of 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 Dean of Business Administration and Director of Recruitment 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. Other work as assigned.

Position Status

This position is a full-time salaried opportunity that will be funded by the ABC General Fund with the expectation that the Dean will raise the salary amount during the first year of employment. The salary and salary cap will be set based on experience and performance.

Contact Information

Interested applicants should contact:

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