Job Title: Vice President for Institutional Advancement  
Job Code: 10059

JOB SUMMARY

The Vice President for Institutional Advancement is responsible for directing the development, implementation and maintenance of a comprehensive internal and external resource development plan for a technical college to generate awareness and support for programs and services in order to successfully meet the mission, goals and objectives of the college.

MAJOR DUTIES

Directs the development, implementation and maintenance of a comprehensive internal and external resource development plan for a technical college;
Plans and organizes the unit's work to meet the technical college's objectives;
Creates technical college and/or department printed and oral reports, presentations, brochures, publications, and other documents to deliver or to be delivered to diverse audiences (e.g., customers, staff, legislators, the general public, professional groups, etc.) as needed;
Manages public relations for the technical college's foundation;
Develops and maintains a working relationship with the Board of Trustees and external contacts to promote the technical college;
Develops and submits grant proposals for private funding;
Researches and gathers information and prepares reports;
Coordinates and manages fund raising activities for the technical college's foundation and alumni events;
Manages and oversees financial/budget operation of the department;
Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
Evaluates employees at scheduled intervals upon reviewing of all relevant information
Conducts regular evaluation of services provided and make adjustments as needed;
Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives.

COMPETENCIES

Knowledge of the mission of postsecondary vocational/technical education
Knowledge of program assessment and strategic planning strategies
Knowledge of budget development and management principles
Knowledge of local demographics, regional issues, and the social culture of the community
Skill to work cooperatively with community leaders, students, faculty and staff
Skill in developing and maintaining close working relationships with community leaders and area businesses and industry executives
Skill in the delegation of responsibility and authority
Skill in the operation of computers and job related software programs
Decision making and problem solving skills
Skill in interpersonal relations and in dealing with the public
Oral and written communication skills

MINIMUM QUALIFICATIONS

A Bachelor's degree *and* Seven (7) years of work related experience

OR

A Master’s degree *and* Three (3) years of work related experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.