



Adrian College

Position Title:	Vice President for Development
Purpose of Position:	Lead the Offices of Development and Alumni Affairs by identifying, cultivating, soliciting, and stewarding special and major gift prospects
Classification:	Administrator
Education:	Bachelor's Degree and relevant work experience required
Supervision Received:	General supervision; reports to the President
Work Schedule:	Full-time; Monday –Friday, some evening and weekend work required
FLSA Classification:	Exempt

Example of Duties:

The Vice President for Development will be responsible for leading the efforts of the development and alumni programs at the College. The Vice President for Development will seek out opportunities and develop relationships with College constituents for the purposes of identification, cultivation, solicitation, and stewardship of annual, special, and major gift prospects. Other duties will include:

- Serve on the President's Senior Staff.
- Serve as the liaison to the College Board of Trustees Development Committee.
- Developing and implementing an aggressive strategic fundraising program.
- Oversee all operations of the development program, including annual giving, majoring gifts, planned giving, grant writing, corporate giving, foundation relations and special events.
- Ensure all donors receive appropriate, consistent recognition and an accounting of the impact their gift has on the College.
- Cultivate existing and new relationships with trusts and foundations who may support the College.
- Provide knowledge of, and support for, planned giving opportunities including wills, trusts, and charitable gift annuities.
- Provide strategic information to assist in developing goals, plans and procedures.
- Manage the overall budget for the development and alumni programs.
- Manage the Offices of Development and Alumni Affairs.
- Effectively partner with colleagues from other departments to advance the effectiveness of the department.
- Serve, when necessary, on college-wide staff committees to foster staff and community development.

Minimum requirements:

- A Bachelor's degree and relevant work experience.
- Prior experience managing multiple projects and completing tasks in a timely manner.
- Excellent customer service skills, an attention to detail, and confidentiality with the ability to work in a fast paced environment.
- Superior written, verbal, and interpersonal skills. The ability to listen and lead discussions which identify prospects and donors key interests.
- A high level of competence with personal computers and software programs.
- A willingness to travel, with some weekend and overnight work required.
- Must be able to perform duties within the normal bounds of an office environment.

Desired Qualifications:

Preference will be given to those with fundraising experience or relevant experience in sales, marketing, and/or higher education. Knowledge of Adrian College policies, procedures, and alumni is also preferred. The successful candidate will show initiative and will possess superior written, verbal, and interpersonal skills including the ability to actively listen. Extensive knowledge of Adrian College and its history would be preferred.

The requirements listed above are representative of the knowledge, skill, and/or ability required.

Adrian College is an Equal Employment Opportunity Employer and women and minorities are encouraged to apply. If offered a position, finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

Interested individuals should submit a resume and cover letter with salary expectations to Christina Corson, Director of Human Resources, at ccorson@adrian.edu.