Position Description

TITLE OF POSITION: Executive Vice President for Advancement

CLASSIFICATION: Executive

STATUS: Full-time, Exempt

PAYRANGE:

DEPARTMENT: Executive Offices

LOCATION: Grand Rapids – Fulton Street

REPORTS TO: President

SUMMARY:
The Executive Vice President for Advancement is responsible for the strategic development and implementation of advancement and alumni efforts resulting in increased fund development, awareness, and support of the University. This is a highly visible position which is directly responsible for the University’s development, advancement activities, and alumni relations. This position is responsible for cultivating relationships, working in conjunction with the President, to enhance giving. These responsibilities are performed in an ethical manner consistent with the University’s purpose, vision, and values.

RESPONSIBILITIES:
1. Serves on the Leadership Team and President’s Cabinet and advises the President on development and alumni matters.
2. Directs all development activities of the University, including, but not limited to: major donor development, annual and special campaigns, alumni giving, and planned giving.
3. Cultivates and nurtures relationships, working in conjunction with the President and other University executives and volunteers, to enhance giving.
4. Develops and oversees a prospect management system that includes “moves management.”
5. Provide leadership for special advancement events.
6. Participates at the board of trustee’s level and participates in strategic planning activities of the University.
7. Participates at the Davenport Foundation level as lead staff person.
8. Responsible for Corporate and Foundation development relations for the University.
9. Provide leadership to enhance funding through public and private grants.
10. Responsible for alumni relations development and direction.
11. Responsible for the effective oversight of the data base management for alumni and donors.
12. Hire, train and develop advancement and alumni staff.
13. Acts as an ambassador and represents the University at public events.
14. Compiles information and reports as needed for executive management.
15. Demonstrate and promote the University Cultural Values.
16. Provides GREAT customer service, anticipating and exceeding the needs of our customers.
17. Perform other duties as assigned.

QUALIFICATIONS:
- A Bachelor’s degree in a related field. A Master’s degree is preferred.
- A record of significant achievement in fund raising and donor relations, preferably in higher education.
- Knowledge of securing grants at the local, state, and federal levels and fiscal procedures.
- Positive demonstrated leadership ability.
• A creative approach to donor relations.
• Demonstrated excellent interpersonal, communication and presentation skills, both written and oral which transcend diverse audiences.
• Excellent analytical and organizational skills.
• Demonstrated ability to work accurately and effectively with computerized data systems (PC and mainframe).
• Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment, spirit of cooperation and positive reactions to change and conflict resolution.
• Demonstrated ability to communicate effectively and relate well to students, parents, faculty, staff, and others while maintaining appropriate confidentiality.
• Demonstrated motivational and problem solving capabilities with a high degree of integrity, ethics, and dedication to the mission of the University.

ENVIRONMENTAL FACTORS:
Business office environment. Prolonged sitting and standing. Use of personal computer and telephone (eye and hand strain). Some travel between locations required (own transportation). No regular lifting requirements.

I agree to perform the above listed responsibilities:

_______________________________________
Print Name

_______________________________________
Signature

_____/_____/_____
Date

DAVENPORT UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER