



Vice President for Institutional Advancement

Job Description

DIVISION/DEPARTMENT: Office of Institutional Advancement	DATE TO BE FILLED: Immediately
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SALARY: Commensurate with Experience

SUMMARY

Reporting to the President, the Vice President for Institutional Advancement leads the Advancement team to cultivate, solicit, and steward individuals, corporations, foundations, and organizations. In addition, this senior-level administrator provides strategic leadership for fundraising programs and initiatives for the College, including responsibility for advancement services, alumni relations, annual giving, capital campaigns, corporate and foundation relations, donor relations, major gifts, and related events.

The Vice President works closely with the President to effectively communicate the College's vision to build a base of major gift donors who deeply value Rust College's mission and priorities.

RESPONSIBILITIES

The Vice President is responsible for the day-to-day leadership and administration of the Office of Institutional Advancement. Among a wide range of responsibilities, the Vice President's duties encompass the following:

- Assign the development staff a portfolio of prospective donors and lead them through the phases of fundraising activity (identification, cultivation, solicitation, stewardship, and recognition),
- Increase the pipeline of major-gift donors (annual or restricted gifts) to contribute significantly to the College's fundraising success.
- Oversee the creation of an annual development plan grounded in prior year(s) experience with "metric goals" for each type and level of giving, and detailed timetables for strategies and tasks are implemented with accountability clearly described.
- Oversee the creation of annual operating plans, including program priorities, fundraising goals, and detailed strategies for accomplishing objectives.
- Build a stronger focus on corporate support and sponsorship (with an understanding of the dynamics of corporate philanthropy).
- Cultivate, preserve, and strengthen donor relationships and loyalty among alumni, friends, existing donors, trustees, faculty, and staff, instilling this practice in the development program.
- Staff the Development Committee of the Board of Trustees, working closely with the Committee chair to develop agendas and present salient information.
- Connect with campus leaders and departments on all fundraising initiatives.
- Expand alumni giving and alumni participation rate.
- Develop and manage annual budgets for all reporting units and perform quarterly cost and productivity analyses.
- Develop and execute the college's marketing and communications strategy and plan of execution
- Supervise staff in their daily activities including creation of marketing materials and social media promoting the College
- Maintain and develop improve effective strategies for meeting internal and external client needs through creative deployment of building technology
- Develop and maintain working relationships with external organizations that support institutional and departmental efforts to advance equity and inclusion

QUALIFICATIONS

Master's degree and at least five years of experience of demonstrated success in leading annual fundraising campaigns, major gift campaigns, capital campaigns, endowment campaigns, or other fundraising activities.

SPECIAL INFORMATION

The Federal Government requires that every individual hired since May 31, 1987, complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

ABOUT US

Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution affiliated with the United Methodist Church. Founded in 1866, the college faculty, staff, and students are comprised of diverse social, cultural, ethnic, racial, and national backgrounds. The college is located 35 miles east of Memphis, TN, with forty-seven buildings on a one hundred twenty-six-acre campus. Often referred to as the "citadel on the hill," the campus and historic town provide the perfect backdrop for fulfillment of the mission to equip and inspire students for excellence and service in their communities and throughout the world.

RUST COLLEGE IS AN EQUAL OPPORTUNITY\AFFIRMATIVE ACTION EMPLOYER

TO APPLY

Persons interested in the above position should submit a cover letter, resume, unofficial transcript of the highest educational level completed, and three references, including contact information, to careers@rustcollege.edu.

(Please put the job title in the subject line; you may attach your materials as Word or PDF documents).

Mrs. Angela Williams, Associate VP for Human Resources
Rust College
150 Rust Avenue
Holly Springs, MS 38635