



Associate Vice President of Institutional Advancement

JOB TITLE: Associate Vice President of Institutional Advancement

DEPARTMENT: Office of Institutional Advancement and Public Affairs

SUPERVISOR: Vice President for Institutional Advancement & Public Affairs/Chief Advancement Officer

GENERAL JOB DESCRIPTION

The Associate Vice President of Institutional Advancement is responsible for soliciting annual (\$1,000 and higher), major and planned gifts of \$10,000 and higher from alumni and friends. Manages a prospect pool of approximately 150 prospective donors and will be expected to identify, qualify, cultivate, solicit and steward these very important alumni and friends of the university. Works collaboratively with and in support of volunteers, other advancement staff, and other University representatives to cultivate and solicit donors for university-wide priorities. Monitors all prospect contacts to ensure positive and purposeful prospect and donor relations.

The individual in this position must be a highly energetic professional with a track record of building donor relationships and closing gifts in the five- and six-figure range.

Reports to the Vice President for Institutional Advancement and Public Affairs and works collaboratively and strategically with the senior leadership and other fundraising professionals, faculty, and other campus leaders.

MAJOR DUTIES AND RESPONSIBILITIES

- Manage a portfolio of 150 prospects and log 150 visits annually.
- Local and regional travel weekly. Travel nationally 4-6 times annually.
- Participate in all aspects of the gift cycle:
 - Research prospects
 - Initiate contacts with potential leadership and major gift donors.
 - Develop appropriate cultivation strategies for them, including working with volunteers.
 - Move potential donors in an appropriate and timely fashion toward solicitation and closure.
 - Maintain stewardship contacts with donors; adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance; reflect optimistic and positive attitude, and convey sensitivity to needs of the donor.



- Work collaboratively and provide leaderships with University advancement team. Offer prospect strategy counsel to the president, vice president, and advancement staff who are managing other prospects.
- Focus on securing support for a set of campus-wide priorities that include academic programs such as the sciences, endowed chairs, scholarships, unrestricted support, facility renovations, new facilities, and campus improvements.
- Responsible for managing the University's planned giving marketing program.

Fundraising/Campaign Strategy and Implementation:

- In collaboration with the vice president and advancement team creates, directs, and implements the fundraising strategy for the University.
- In close collaboration with the vice president, assists with advising the president and senior administration on fundraising strategies for top donors.
- Helps drive the effort for a successful campaign process and outcome.
- Serves as a primary contact for senior administrators, faculty and coaches on fundraising priorities.
- Manages approximately 150 prospects with a goal of achieving 150 quality visits annually. Many of these prospects will deserve the attention of the president, vice president and deans.
- Designs and implements strategy for donor identification, cultivation, solicitation and stewardship.
- Collects and analyzes data on donors' patterns of engagement and philanthropy, and uses this information to guide decision making regarding future strategy.

Staff Leadership:

- Works with the advancement team and other key stakeholders to ensure fund-raising success.
- Creates and cultivates a work environment that celebrates diversity and promotes equity and inclusion.

Other:

- As a member of the vice president's team, works collaboratively with other team members in strategic planning and advancing the goals of the division.
- Develops and manages appropriate planned giving marketing and engagement strategies.
- Works closely with University leadership and advisory groups, boards and councils.
- Frequently staffs University events, both on campus and off campus.
- This position requires frequent independent, local, regional and national travel and extensive evening and weekend work.
- Other duties as assigned.

MINOR DUTIES AND RESPONSIBILITIES

- Provide leadership in strengthening internal communications with staff at all levels throughout the University; create and promote a positive and supportive work environment.
- Personal qualities of integrity, credibility, and unwavering commitment to Tiffin University's Guiding



Principles.

- Excellent verbal/written communication and presentation skills.

Required Competencies:

- **Strategic Thinking** - Actively develops and aligns the departmental strategy with the University's vision, mission and values. Able to rally others behind the University's mission and create commitment to achieving long-term goals. Looks beyond the surface of problems, connects unrelated information and integrates it when making decisions. Able to quickly assess changing situations and recognize key risks involved in order to handle the problem or opportunity efficiently.
- **Change Adaptability** - Champions change initiatives in own department, communicates rationale and provides updates throughout the change process to help others deal with ambiguity.
- **Communication and Networking** - Adapts own style to deliver persuasive messages by understanding the audience, communication objectives and intended outcome. Serves as a role model by advocating a culture of openness and two-way communication across departments. Develops and maintains knowledge of key areas, persons in the University or larger community and uses social networks to build support for common purposes.
- **Drive for Results** - Champions continuous improvement of work methods, policies and practices by providing resources and sharing success stories and lessons learned. Engages department in setting challenging goals and targets, encourages others to overcome obstacles and holds people accountable for results.
- **Talent Development** - Supports processes to identify and reward talent by creating development opportunities, mentoring and coaching others to develop the next line of leaders. Proactively identifies and ensures development of critical future skills and capabilities for talent across the University and not just within a department.

QUALIFICATIONS FOR THE JOB

- Bachelor's Degree required, Masters preferred;
- CFRE preferred
- Minimum of seven years successful experience as a gift officer, preferably in higher education;
- Ability to understand the needs and interests of major and planned gift donors in order to develop relationships between them and the University;
- Interest in all aspects of education and a dedication to promoting the University's fundraising priorities through developing excellent relationships with faculty, senior academic leaders, trustees, volunteers, and the advancement office team;
- Demonstrated leadership and the ability to successfully manage multi-functional or diverse areas;
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies;
- Must have excellent interpersonal skills and a demonstrated record of completing assignments; and
- Must be willing / able to travel.

This position requires a minimum of seven (7) years of experience and a proven track record as a front-line fundraiser and project manager; significant experience closing gifts of five and six figures; excellent written and

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oral communications; experience collaborating with trustees and other volunteers, senior administrators, and faculty on fundraising priorities; the highest ethical standards; the ability to motivate faculty, staff, volunteers, and donors; a passionate commitment to higher education; an entrepreneurial spirit; a nuanced understanding of donors' motivations; creativity; and the ability to travel locally and regionally weekly and nationally 4-6 times a year.

Bachelors degree required, and relevant advanced degree preferred. Certified Fund Raising Executive (CFRE) preferred.

KEY COMPETENCIES

- Interdependence:* Fosters collaboration
- Communication:* Strong decision making and communication skills
- Accountability:* Formulates effective and progressive strategies aligned with University mission and values
- Respect:* Creates an engaging, collaborative work environment by bringing diverse people and ideas together.
- Entrepreneurship:* Influences and Inspires

PHYSICAL REQUIREMENTS

Ability to sit and or stand periodically for long periods.

QUALIFIED APPLICANTS

Qualified applicants should forward a cover letter, resume along with references via email to Mitch Blonde, Vice President for Institutional Advancement and Public Affairs / Chief Advancement Officer at tuemployment@tiffin.edu

We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests.

NONDISCRIMINATION POLICY: Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis

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of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

