

Vice Chancellor for College Advancement & Executive Director, ACC Foundation

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[http://www.myworkday.com/austincc/d/task/3005\\$4482.html](http://www.myworkday.com/austincc/d/task/3005$4482.html).

Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Vice Chancellor for College Advancement & Executive Director, ACC Foundation

Job Description Summary:

The Vice Chancellor for College Advancement and Executive Director of the ACC Foundation reports to the Chancellor and advances the mission and vision of the institution by providing leadership, planning, development, management and implementation for the advancement functions of the College through the Office of College Advancement. The Office of College Advancement grows the funding resources and opportunities needed to support the mission and vision of the College. The Vice Chancellor will lead the institution's efforts in building and maintaining relationships with stakeholders, including alumni, students, faculty, donors, foundations, business and

industrial corporations, government and community leaders, and friends with the goal of significantly increasing philanthropic support for the College and its vision.

The Vice Chancellor for College Advancement is a new position at ACC. Upon starting at the College, the successful candidate will lead a series of new hires designed to significantly grow the organization in alignment with the current ACC Foundation staff and under the guidance of the ACC Board and Chancellor. The first phase of new positions, approved by the Chancellor, include a Senior Director of Data Management, Manager of Advancement Communications, and Director of Annual Giving.

Job Description:

Description of Duties and Tasks

- Work with the College's administrators, alumni and key stakeholders to broaden and deepen the culture of philanthropy that will ensure a bright future for the College.
- Align advancement plans with the College's mission and vision consistent with the practices of the development profession.
- Develop and implement a comprehensive strategic plan for development.
- Appropriately represent the institution to donors, prospects, regulators, development committee(s) and fundraising staff and volunteers.
- Recruit, select, equip, assign, develop and evaluate the advancement and Foundation staff.
- Provide oversight, coordination and integration of the units of Annual Giving, Major and Planned Gifts, Capital Campaigns, Foundation Relations, Corporate Relations, Advancement Services and Prospect Research.
- Manage a portfolio of individual, corporate, and foundation donors and lead the effort in securing major gifts.
- Manage the Chancellor's portfolio related to donor prospects, assist in managing appointments, move prospects through the major gift cycle and manage a personal portfolio of donor prospects.
- Engage in resource planning, development of budgets, allocation of resources, and management of expenditures.
- Evaluate the effect of internal and external forces on the organization and its fund development, and recommend short- and long-range fund development plans and programs that support the College's values, mission and general objectives.

- Foster a culture of philanthropy within the College. Lead staff and volunteers to institutionalize philanthropy and fund development.
- Assure the utilization of appropriate fundraising and stewardship systems including, but not limited to, volunteer and donor management, research and cultivation, gift reporting, gift processing and recognition. Maintain accountability and compliance standards for donors and funding sources.
- Keep informed of developments in philanthropy and fund development and inform the Chancellor, the senior management, governing bodies, development committee(s), and the Alumni Association on current trends, issues, problems and activities in order to facilitate policy making.
- Design and assure implementation of cost-effective development programs, employing economy while maintaining an acceptable level of quality and solid return on investment.
- Work with the Austin Community College to monitor current financial markets and maintain knowledge of federal and state laws relative to charitable giving.
- Ensure the effective management of College funds in the ACC Foundation. Manages comprehensive records for ACC Foundation reporting including state and federal reports, audits, standard operating procedures, legal agreements, 501(c)(3) procedures, income tax reports, and investments.
- Facilitate all ACC Foundation Board of Directors' meetings, including the production of materials and minutes. Ensure the effective management of all ACC Foundation records and historical data.
- Coordinate all committee work of the ACC Foundation. Lead and support the ACC Foundation Board in their efforts to support the needs of the College.
- Lead the ACC Foundation Board of Directors through periodic mission, vision and goal setting. Provides training to the ACC Foundation Board and volunteers.

Knowledge

The successful candidate will have a proven record of leadership and a successful track record of personally cultivating, soliciting, closing and stewarding major and planned gifts at leadership levels. Strong organizational, supervisory, team-building, and leadership capabilities are essential, as is the ability to implement strong data management practices and data-driven metrics, goals, and measurement. The successful candidate will demonstrate commitment to the mission and vision of ACC. He or she will document successful solicitation of numerous major and principal gifts, and present a history of increasing levels of successful responsibility in building advancement programs and fundraising performance. This leader will have a

demonstrated appreciation for and reliance on data and quantifiable outcomes and reporting, with experience in database administration and management.

Skills

- Maintaining an established work schedule, including some evenings and weekends.
- Excellent planning, execution, facilitation, leadership and training skills.
- Ability to think critically and creatively.
- Effective communication and interpersonal skills, in both oral and written forms.
- Ability to set and achieve fundraising goals; preparation and reporting of proposals and gifts.
- Ability to connect with potential donors in a way that meets their commitment to invest in the mission and vision of the College.
- Demonstrated managerial and administrative skills.
- Ability to manage multiple projects and timelines simultaneously.
- Ability to work with diverse staff, faculty, students, and donors.
- Maintaining confidentiality of work-related information and materials.

Required Work Experience

- Five years of progressively responsible leadership experience is desired, with at least five years of experience in the field of Advancement and/or Alumni Relations.

Preferred Work Experience

- The Vice Chancellor for College Advancement should have a proven record of guiding an institution or organization through a comprehensive campaign from concept to celebration.
- Demonstrated success working with boards and cultivating relationships with donors.

Required Education

- Bachelor's degree. Experience cannot be substituted for required, applicable educational level.

Preferred Education

- Master's degree.

Special Requirements

- Valid Texas Driver's License (or willingness to secure one)
- Preferred: Certified Fundraising Executive (CFRE) credential

Physical Requirements

- Work is performed in a standard office or similar environment.
- Ability to travel extensively as required by the expectation of the position.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

Safety

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary commensurate with experience.

Salary Range: \$225,000 to \$240,000

Number of Openings:

1

Job Posting Close Date:

November 4, 2024

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

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