



## Classification Description

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**Job Title: Vice President for Institutional Advancement and Executive Director of the FSW Foundation**

**Pay Grade: Executive**

**Job Code: 4025**

**FLSA Status: Exempt**

### **Job Purpose**

The Vice President for Institutional Advancement and Executive Director of the FSW Foundation is responsible for the creation of plans, execution of strategies, and supervision of the philanthropic support (fund-raising) for the programs of the College. This position manages philanthropic relationships on behalf of the Foundation, and works to identify, cultivate, solicit, and steward donors to Florida SouthWestern State College. The Vice President for Institutional Advancement and Executive Director of the FSW Foundation also oversees the strategy and execution of the College's campaigns and giving programs and manages all aspects related to advancement, development and fundraising. This position is the executive Advancement Officer of the College reporting to the President and providing leadership for the Foundation Board. This is an executive on annual contract position.

### **General Responsibilities**

#### **Essential Functions**

##### **Fundraising**

Identifies and establishes comprehensive programs of engagement and giving form a stable and expanding pool of annual, major, and planned giving donors and prospects in conjunction with College and Foundation Board Leadership and other professional development and alumni relations staff.

Oversees College's annual giving and alumni engagement activities. Creates opportunities for interaction among the College staff, alumni, and potential donors, thereby enhancing the potential for giving.

Establishes relationships and active programs of giving in the civic, corporate and philanthropic community.

Ensures that members who serve on the Foundation Board have a positive experience by serving as a liaison to assigned committees and by working with the Board in Conducting other development-related activity.

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**Operational Leadership**

Assigns and delegates tasks, provides direction, resolves issues, eliminates barriers, communicates job expectations, trains staff, and develops professional growth opportunities.

Communicates and assists with the implementation of office strategies and priorities.

Assists in recruiting and hiring and provides ongoing feedback and coaching. Interprets, explains, carries out and enforces the College's policy.

**Fiscal & Administrative**

Develops and manages department budgets, including reports that will be used for the College leadership, strategic partners and other public audiences as directed.

Responsible for the collection, evaluation, and reporting of Development efforts.

Tracks and utilizes data to make suggestions and deliver insight into the development/maintenance of the strategic plans.

Administers ongoing systematic evaluation of services and programs needed.

Keeps accurate records, completes, and maintains required documentation.

**Other Duties and Responsibilities**

Work requires travel and working outside of a normal workweek schedule as needed to meet workload demands.

Manages multiple assignments of varying complexity while meeting federal and state, as well as, internal regulations and procedures.

Ensures department and College name and image is perceived positively by external as well as internal audience stakeholders.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

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**Knowledge, Skills and Abilities**

**Minimum Qualifications**

Bachelor's degree in a related field; advanced degree preferred.

Eight to ten (8-10) years of successful executive level fund-raising and development experience.

Higher Education experience preferred.

Knowledge of the Florida College System preferred.

Ability to travel independently for College business.

Active engagement in professional associations preferred (CASE, Association of Fundraising Professionals, Association Governing Boards, etc.).

Active engagement in community preferred.

Knowledge of/experience in: executive management and leadership practices in higher education and/or non-profit organizations.

Demonstrated ability to:

- Exhibit a genuine passion for the mission.
- Anticipate and develop new strategic direction.
- Set clear goals, objectives, and corresponding strategies.
- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.

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- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

**Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

**Work Conditions/Physical Demands/Special Conditions**

- Physical: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions described in this position description. The employee frequently sits for periods of time, stands, and walks. Employee converses verbally or manually with others in person as well as by telephone. Employee occasionally lifts up to 10 pounds.
- Environmental: Normal general office. The employee is not subject to adverse environmental conditions.
- Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: April 20, 2022.