



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: NUNC
Date created or revised: 9/8/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: Yes

Title: Vice President for College Advancement and Executive Director of the Rhode Island College Foundation
Status: Full time (35 hr. wk., standard)
Grade: N/A
Union Affiliation: NUNC (Non-Union/Non-Classified)
Reports To: President

PRIMARY PURPOSE:

Provides strategic leadership for the division of advancement, using a creative, efficient and integrated approach to alumni involvement, marketing and branding, communications, fundraising and public affairs programming. Upon Agreement with the RIC Foundation, the VP for Advancement also serves as executive director of the RIC Foundation and leads the college's fundraising efforts by maximizing alumni involvement and cultivating current and prospective donors in order to maximize philanthropic support for the College.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Advise the President in the areas of alumni relations, media relations, internal and external communications, marketing, community relations and development.
- Oversee the RIC Foundation and provide leadership, strategic vision, oversight, and execution of the college's fundraising efforts.
- Establish a strong working relationship with the Rhode Island College Foundation and the Rhode Island College Alumni Association.
- Serve as a member of the President's Executive Cabinet (PEC) and Extended President's Executive Cabinet (EPEC).
- Oversee the following units: alumni relations, college events and conference services, communications and marketing, multimedia production, web communications.
- Advise the President regarding, and administer the programs in public affairs, including coordination of the college's effort to support the economic development of the state.
- Evaluate and report to the President on public perceptions of and reactions to the issues and challenges confronting the college.
- Prepare and coordinate institutional promotional campaigns.
- Design, coordinate and implement the college's fundraising strategies, working with senior leadership, alumni, students, and friends, including leaders of the business, labor, legislative and philanthropic communities. With deans and department heads, design, coordinate, and implement strategies for donor cultivation.
- Serve as the President's representative, where appropriate, in deliberations and relationships with the Rhode Island College Foundation. Serve as the President's designee in relationships with the Director of Alumni Affairs as well as the Alumni Board of Directors.

- Prepare, manage and account for the division's personnel and budget.

Occasional Job Functions:

Serve in other capacities and with additional responsibilities as assigned by the President

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's degree from an accredited institution.

Experience:

- Higher education administrative experience in public affairs, development, fund-raising and communications showing progression to senior-level of responsibility.
- A minimum of 7-10 years of senior development experience in a non-profit environment.
- Demonstrated experience as a major and principal gift fundraiser.
- Experience building successful teams of skilled fundraisers.

Skills, Knowledge, and Abilities:

Excellent communication and interpersonal skills.

PREFERRED:

- Certified Fundraising Executive (CFRE)
- A Doctorate's Degree from an accredited institution of higher education.
- Knowledge and expertise in the areas of media relations and publications.
- Development experience in higher education; experience in guiding multi-phased capital as well as annual fund campaigns; experience building successful teams of alumni relations professionals.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution which values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.