



HARRIS-STOWE STATE UNIVERSITY

POSITION VACANCY NOTICE

Special Assistant to the President/ Executive Director for Institutional Advancement

The Executive Director for Institutional Advancement is the chief development officer of the University and provides leadership for securing public and private support essential to fulfilling the Harris-Stowe State mission. The Executive Director is responsible for the management of all fund-raising endeavors, and actively collaborates with the President, the University's senior leadership and the Board of Regents to define and implement an overarching advancement strategy. In accomplishing these goals, the Executive Director develops and maintains relationships with alumni, donors, potential donors and the community-at-large. The Executive Director for Institutional Advancement reports to the President.

Responsibilities

- Provide leadership and management oversight for the Division of Institutional Advancement and its reporting units: Advancement Services, Alumni Affairs, Annual Giving, Major Gifts, Gift Planning, Advancement Research, Communications, and Public Relations/ Marketing
- Provide oversight and leadership for the University's Foundation Board
- Serve as a liaison between the University and its stakeholders including alumni, donors, potential donors and friends of the University, corporations and foundations, and city, county, and state officials
- Collaborate with the President and Board of Regents to design and implement fundraising initiatives and strategies
- Work closely with the Institutional Advancement Committee of the Board in overseeing goals and achievements
- Maintain a portfolio of \$100,000+ prospects through identification, cultivation, solicitation, and stewardship
- Provide direction and support for the President's fundraising activities, including strategic planning of travel, prospect cultivation and solicitation, briefings and follow up support
- Work with senior leadership, faculty, alumni, and Regents to create methods to clearly articulate the College's programs, strengths, and funding priorities to the community, alumni, donors and donor prospects
- Produce annual budget, income and activity projections for Institutional Advancement and administer the operating budget
- Spearhead and manage campaign strategies and implementation
- Travel frequently for alumni events and the cultivation, solicitation and stewardship of major prospects and donors
- Serve as a member of the President's Council

Qualifications

- Bachelor's Degree required and a Master's Degree preferred with a minimum of seven to ten years of experience in increasingly responsible fundraising and management positions. At least five of those years must have been in a leadership role at the corporate level of an organization where organizational strategy and responsibility for organizational performance resides.
- Demonstrated success in motivating and working with many types of constituents and personalities.
- Highly developed sense of propriety in dealing with sensitive and confidential information, related to alumni and donors as well as employees and colleagues.

Organizational Relationships

The Executive Director for Institutional Advancement reports directly to the President and is a member of the President's Council. The Executive Director supervises three direct reports.

Salary commensurate with experience. Excellent benefits package.

Applicants should submit a complete set of application materials including; an application, cover letter summarizing their qualifications and experiences, resume, official transcripts and a list of three professional references to:

**Harris-Stowe State University
Office of Human Resources
3026 Laclede Avenue
St. Louis, MO 63103
314-340-3340**

Or by emailing a complete set of application materials to hr@hssu.edu

Applications may be downloaded from our web site www.hssu.edu

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER