



CLARK ATLANTA UNIVERSITY Job Description

Position Title:	Associate Vice President for Development
Department:	Institutional Advancement
Reports To:	Vice President for Institutional Advancement & Chief Advancement Officer

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

The Associate Vice President for Development (AVP) will be responsible for supervision of the school, program, and unit-based fundraisers within the Division of Institutional Advancement. The AVP will assist the Vice President for Institutional Advancement (VP) in management of all fundraising activity for the university. The AVP will play a leadership role in management of the university's comprehensive campaign and build, manage, and solicit a high 6/7-figure prospect pool. The position is considered a senior member of the "Advancement Team" and will help develop a culture of philanthropy campus-wide. The AVP will work collaboratively to develop, implement, and achieve strategic goals for increasing private support.

Examples of Duties and Responsibilities:

- Leads the Development team in planning and implementing long- and short-term strategies to secure gifts from individuals and organizations through major, planned, and annual gifts.
- Working with the VP, establishes measurable goals to increase fundraising results that are both aspirational and achievable.
- Maintains a portfolio of 25 to 50 prospects and solicits major and planned gifts.
- Sets direction and gives guidance to stewardship program to recognize donors in effective and meaningful ways.
- Provides direction and leadership for research and prospect management, setting measurable and attainable goals based on data and evaluating outcomes to ensure fund-raising staff have the information they need to target their work with prospective donors.
- Mentors, trains, supervises, and evaluates staff.
- Develops strong positive relationships with the university community to establish the Development office as the major resource and coordinator for all university fund-raising.
- In consultation with the VP and staff, establishes and adheres to annual operating budgets and ensures that development programs are operating in a fiscally prudent and productive way.
- Keeps abreast of current best practices in the Development profession and evaluates new and emerging ideas for potential implementation at CAU.
- Helps develop and administer policies related to fundraising and gift stewardship.

- Assists with the successful completion of The Campaign for CAU through personal solicitations as well as through leadership of the front-line development team.
- Collaborates with colleagues within Advancement to ensure fundraising, alumni relations, marketing, and operations are coordinating strategically and seamlessly.

Knowledge, Skills and Abilities:

- Demonstrated success with cultivating, soliciting, and closing six-figure and seven-figure gifts from alumni, parents, friends, corporations, and foundations.
- Expertise in campaign fundraising planning and implementation.
- Excellent writing, editing, and story development abilities
- Proficiency in a wide range of digital platforms including websites, social media platforms (Instagram, Twitter, YouTube, Facebook, LinkedIn, etc.) and design software; willingness to adopt new technologies
- Up to date on industry trends and able to stay ahead of the curve
- Excellent organizational and project management skills and ability to meet deadlines
- Able to think analytically and strategically
- Capable of working well as part of a team as well as independently
- Outstanding relational skills
- Great multitasker and capable of simultaneously managing multiple projects with different deadlines

Minimum Hiring Standards:

Education	A bachelor degree required; an advanced degree and or CFRE desired
Years of Experience	At least 8-10 years of progressive experience in development with an emphasis on major and or principal gifts within higher education.
Years of Management/Supervisor Experience	3-5 years fundraising management experience desired

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