

**VICE PRESIDENT OF FOUNDATION AND ALUMNI RELATIONS**  
**Job Description**

**CATEGORY:** ADMINISTRATIVE AND PROFESSIONAL  
**POSITION STATUS:** FULL-TIME  
**FLSA STATUS:** EXEMPT  
**SALARY CODE:** 11  
**REPORT TO:** PRESIDENT  
**REVIEWED DATE:** JUNE 13, 2019

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

**JOB SUMMARY**

This position provides leadership and management for the planning, development, implementation and evaluation of the functions relating to Alumni Relations and TSC Foundation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Works collaboratively with the President on donor prospect development, strategic partnerships, special initiatives, and gift solicitation.
- Plans and directs major campus events related to the TSC Foundation and Alumni Relations.
- Stewards donors through ongoing communications, recognition activities, invitations to key events, and interaction with beneficiaries.
- Serves as an exemplary advocate in the community, with local leaders, business and corporate partners; builds relationships that closely link the community with the College.
- Provides leadership in the development, implementation and evaluation of College policies, procedures and guidelines pertaining to institutional advancement and alumni.
- Creates and operates strategic alliances with economic development entities, corporations, community groups and political bodies.
- Oversees foundation; plans and leads fundraising campaigns to include private and public sector grants development, major gifts, planned giving, and alumni fundraising.
- Provides leadership to assure compliance with all accrediting agency requirements at the program and regional levels related to programs, services and activities of the TSC Foundation and alumni areas.
- Increases the number of alumni visiting campus to serve as panelists, speakers, workshop facilitators for informational interviews with students. Maintains information regarding potential speakers, panelists, workshop facilitators, etc. Supports the development of student programming that includes alumni.
- Tracks and maintains current alumni database.
- Oversees business practices related to planned giving.
- Designs, implements, and manages a proactive development plan focused on expanding and enhancing planned giving solicitations.

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- Creates and oversees the implementation of a high quality stewardship process for planned giving prospects and donors.
- Leads the process of systemic review and evaluation of the institutional advancement and alumni relations functional areas per the model adopted by the College.
- Prepares, recommends, and implements budgets for assigned areas, monitors expenditures, assures that human and financial resources are allocated efficiently and effectively, and takes necessary actions to ensure compliance with budget limitations and established fiscal policies.
- Participates in community and organizational activities/events and represents the College on behalf of the President, as needed.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Attends all Board Meetings.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Promotes positive morale and teamwork within the functional unit and provides exceptional customer service to students, faculty and the community.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by the Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Assists with the process for systematic review and evaluation of the planning unit per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

### **REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to and passion for the mission of the community college.
- Ability to effectively supervise and motivate personnel.
- Ability to embrace a culture of inquiry, evidence and innovation.
- Demonstrated knowledge of the planning, implementation and monitoring of budgets in an educational environment.
- Demonstrated excellent supervisory, administrative, communication, interpersonal, and leadership skills to interact with individuals from diverse socio-economic backgrounds.
- Ability to establish and maintain positive and effective working relationships with students, college employees and the public.

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- Demonstrated organizational skills in handling and directing multiple and complex assignments and projects.
- Ability to work independently according to established schedules and to complete assignments and projects, as per defined timelines.
- Skill in working effectively in a team environment with a customer service focus.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or the board of trustees.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

### **REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Master's degree from an accredited college or university.
- Minimum of five (5) years of experience in fundraising, community relations or a related area.
- Demonstrated ability to understand and negotiate complex gift arrangements and to articulate these concepts to prospective donors and advisors in simple, donor-friendly language.

### **PREFERRED EDUCATION AND EXPERIENCE**

- Experience as an administrator in a community college setting.
- Demonstrated experience of positive and proactive approaches in identifying problems, creating innovative solutions, managing projects, leading teams through collaboration, and implementing efficiencies and effectiveness using technology.

### **CERTIFICATES AND LICENSURES**

None required.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands and fingers to handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The

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employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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**Disclaimer:**

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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**Posting Specific Questions**

Required fields are indicated with an asterisk (\*).

1. \*How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas/ Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have a master's degree from an accredited college or university?
  - Yes
  - No
3. \*Do you have a minimum of five (5) years of experience in fundraising, community relations or a related area?
  - Yes
  - No
4. \*Do you have experience in negotiating complex gift arrangements?
  - Yes
  - No
5. Do you have experience as an administrator in a community college setting?
  - Yes
  - No
6. Do you have experience of positive and proactive approaches in identifying problems, creating innovative solutions, managing projects, leading teams through collaboration, and implementing efficiencies and effectiveness using technology?
  - Yes
  - No