

# University Administrator - Vice President for University Advancement & CEO of the Valdosta State University Foundation

Valdosta State University

**FLSA Status:** Exempt (Executive)

**Job Type:** Full Time

**Posted:** May 10, 2023

**Application Due:** Open Until Filled

Please [Apply Here](#)

**Compensation:** Commensurate with Experience

**Anticipated Start Date: by July 15, 2023**

Valdosta State University (VSU) seeks a dynamic and innovative leader for the position of Vice President for University Advancement and CEO of the VSU Foundation to guide its advancement/development, alumni, and government relations initiatives. Reporting directly to the President and serving as member of the President's Cabinet, the successful candidate will be charged with overseeing the VSU Foundation and will lead all advancement efforts, to include fundraising, financial management of assets, donor engagement and stewardship, Board development, and alumni and government relations.

## **PRIMARY DUTIES & RESPONSIBILITIES:**

**Provide strategic leadership for all operational areas of the division.**

**Advancement/Fundraising** Coordinate the university's advancement/fundraising initiative to increase support from key outside constituents, including alumni and friends; government policy makers; community, regional, and state leaders; foundations; and philanthropic entities of all types. Coordinate capital campaigns, annual drives, major events, and other fundraising initiatives.

**Alumni Relations.** Oversee the VSU Alumni Association and together, with its volunteer Board of Directors, manage a comprehensive program of activities, communication, and constituent service to promote ongoing alumni engagement. Maintain the VSU Alumni House as a destination for alumni engagement.

**Develop and implement goals, policies, and procedures.**

**CEO of the VSU Foundation.** Oversee the VSU Foundation, Inc., a 501(c)(3) organization that was founded in 1963 to support the mission of the university. Led by its volunteer Board of Trustees, the Foundation exists to provide financial support for scholarships, faculty excellence, facility enhancements, scholarly travel, and many other university priorities and donor-directed initiatives. Oversight responsibilities include Board development, coordination of quarterly meetings, financial management to include regular audits of all funds, and policy adherence.

**Manage personnel.** Direct and oversee the work of division managers and directors. Make major personnel decisions, including decisions related to hiring and promotion.

**University representative/Government Relations.** Ensure execution of an effective comprehensive government relations strategy that promotes ongoing education of, and regular communication with, federal and state elected officials and other decision-makers, advocates for legislative funding and policy priorities, and aids lawmakers with their efforts to provide effective constituent relations. Oversee various federal and state legislative student internship programs and support selected interns as needed.

**Manage budget.** Oversee the budgets of the Division of University Advancement.

**Participate in university decision-making/Administration.** Serve as a member of the President's Cabinet (VSU's senior-most leadership team), and advise the President on matters impacting university leadership.

**REQUIRED QUALIFICATIONS:**

**Master's degree in a specified field and ten years (10) years of progressive relevant experience is required, preferably in a college or university setting and/or for a nonprofit organization which at least seven (7) years must have been in a supervisory role.**

**PREFERRED QUALIFICATIONS:**

- An advanced or graduate degree
- Knowledge of higher education and a demonstrated ability to communicate its value
- Demonstrated experience having cultivated and expanded donor relationships over time
- Strong organizational and time management skills, with exceptional attention to detail
- Ability to work independently without close oversight and as a team player
- Ability to effectively engage others at varying levels of seniority within and outside VSU
- Outstanding computer literacy and oral and written communication skills
- Demonstrated success developing and managing budgets
- Demonstrated success engaging with or leading a volunteer board
- Successful supervisory experience

**PHYSICAL REQUIREMENTS:**

Ability to perform essential functions of the position with reasonable accommodations. Ability to communicate with reasonable accommodations. This is an in-person, non-remote position.

**COMPLIANCE REQUIREMENTS:**

Position requires completion of VSU's Annual Compliance Training course (such as State Business Transactions, Drug Free Workplace, Anti-Harassment Policy, Introduction to Information Security, Workers Compensation, Motor Vehicle Policy, USG Ethics Policy, Conflict of Interest/ Outside Activities Policy, Leave Procedures for Faculty and Staff, Georgia Open Records Act, Family Educational Rights and Privacy Act (FERPA), and Contracts 101. Supervisory positions require training in FMLA and Worker's Compensation. Position Requires a Criminal Background Check. Position May Require Credit Check (if using P-Card, working with Cash, etc.).

**SEARCH DETAILS:**

Interested applicants should submit a letter of application, a resume, and the names and contact information for five professional references. Initial review of applications will begin May 30 and will continue until the position is filled. Finalists for the position will be expected to participate in an in-person that will include a campus presentation and a meeting with Foundation members and/or other supporters.