



Monmouth COLLEGE®

DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

POSITION TITLE:	VICE PRESIDENT FOR DEVELOPMENT and COLLEGE RELATIONS
DEPARTMENT:	DEVELOPMENT and COLLEGE RELATIONS
POSITION SUPERVISOR:	PRESIDENT
PERSONNEL CLASSIFICATION:	ADMINISTRATIVE STAFF -- FULL-TIME, EXEMPT

THE POSITION: Reporting to the President of the College, the Vice President for Development and College Relations provides leadership consistent with the mission of the College in all areas of Development and College Relations. The Vice President will help to advance the College's mission by expanding support through an ever-stronger and sustaining culture of philanthropy. In addition to fostering a best practices development and college relations office, the Vice President will coordinate and focus the development work of the President, Trustees, and other College leaders who support fundraising and college relations. The Vice President will also work closely with the President in cultivating and securing principal gifts to the College.

SUPERVISES: The Vice President supervises the Development and College Relations division.

RESPONSIBILITIES may include, but are not necessarily limited to the following:

- Provide leadership in all areas of development and college relations, creating a stronger and broader base of support for the mission of the College.
- Create and implement an action plan to strengthen the development office and its team, setting and meeting high levels of expectation for fundraising, alumni programs, and other constituent relations.
- Serve on the senior leadership team, reporting directly to the President.
- Work closely with trustees, major donors, staff, faculty, students, and other members of the campus community and public in a leadership role.
- Work with staff to develop and administer the development and college relations budgets, including forecasting, planning, and monitoring of expenses, ensuring each unit adheres to budgetary guidelines.
- Foster productive and mutually supportive relationships with and among College and community constituencies.
- Participate in professional organizations related to development and college relations.
- Serve as staff liaison to the Development Committee of the Board of Trustees.
- Serve as a member of the President's Senior Staff and on other administrative committees.
- Other duties as assigned.

SKILLS, QUALITIES, AND EXPERIENCE:

- At least ten years of substantive, progressive administrative leadership experience in higher education.

(VP for Development & College Relations 09-06-17)

- Demonstrated leadership and the ability to successfully manage multi-functional and diverse areas.
- Proven fundraising success at the major gift level.
- Ability to build relationships with trustees, major donors, alumni, and friends of the College.
- Significant development management experience in building a strong infrastructure within a culture of high achievement and accountability.
- Analytical, data-informed and results-driven.
- Knowledge of budget preparation, monitoring, and administration.
- Knowledge of a wide variety of philanthropic giving methods.
- Ability to demonstrate a sincere passion for the mission of the College.
- Demonstrated ability to plan and complete successful annual and capital campaigns.
- Creative development of new approaches to increase giving and constituent engagement.
- Willing and able to travel extensively. Must possess a valid driver's license and satisfactory driving record.
- Bachelor's degree required. Advanced degree preferred.

GENERAL EXPECTATIONS OF POSITION: Regular and predictable attendance on the job is an essential function of the position. Maintain office hours as needed or assigned. Conduct is expected to be professional and courteous. Instructions and assignments are to be carried out in a manner that promotes and is consistent with the intrinsic goals of Monmouth College. All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

WORK RELATIONSHIPS: The Vice President reports to the President and works directly with other members of the President's Senior Staff. The Vice President has frequent contact with staff, faculty, students, other members of the campus community, and public in a leadership role.

ADDITIONS, AMENDMENTS, AND DELETIONS: The whole or any portion of this Position Description may be added to, amended, or deleted at any time by the position supervisor, department head or President.

DISTRIBUTION: One (1) copy of this document will be provided to the employee and position supervisor. An additional copy will be maintained in the employee's personnel file.