

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION OUTLINE

JOB TITLE: VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT AND CEO OF THE CF FOUNDATION, INC.

PAY GRADE: A-5

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

The vice president for institutional advancement and CEO of the CF Foundation is an experienced and innovative leader responsible for the oversight of all development efforts and stewardship of external resources on behalf of the college. These resources include private/philanthropic contributions from donors, private investments and real estate managed through the Foundation, and any state of Florida allocations to the Foundation. This individual will be responsible for providing leadership to the foundation, and in close cooperation with the college president, enlist and engage leadership for the Foundation and the college in enhancing the private/philanthropic and public funding efforts of the college in a highly competitive, but highly supportive environment. The vice president provides leadership for the strategic direction of the Appleton Museum of Art.

A key senior administrative team member, the VP provides leadership and recommendations to the president and the Foundation Board of Directors course of action which strategically link the needs of the college with available external resources, both private and public. The vp ensures compliance with federal, state, and local laws; Florida Board of Education rules and regulations; and policies of the District Board of Trustees. This position reports directly to the president of the college.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: Bachelor's degree from a regionally accredited institution in education, educational administration, or related field required, master's preferred. Significant experience in fundraising, development, public relations, or a related area, or an equivalent combination of training and experience required.
2. Years of experience in the field: Five years experience in successful fundraising with progressively higher responsibility required, a focus on higher education is preferred.

3. Special skills or abilities related to the position:

- Ability to work as a team member dedicated to the health and welfare of the institution, the CF Foundation, Appleton Museum of Art, our employees, and the students we serve.
- Demonstrated skills in fundraising, planned giving, leadership, interpersonal relations, public relations, computer technology, and financial management.
- Exceptional human relations, interpersonal and communication skills – both verbal and written.
- Management style and service orientation consistent with the mission of the college and the Foundation.
- Demonstrated ability to work effectively with faculty, staff, students, and the community.
- Willingness to be involved in the communities within the college's service district.
- Sense of humor and ability to relate to individuals from all walks of life.
- Committed to working in a multicultural environment.

ESSENTIAL JOB FUNCTIONS:

1. Serves as the chief development officer for the college and chief executive officer of the CF Foundation.
2. Is the registered agent of the CF Foundation.
3. Serves on the college's sr. administration leadership team.
4. Works with college faculty and staff to develop strategic funding priorities and implement broad-based funding campaigns to address these needs. Integrates private contributions.
5. Leads the creation, review, and implementation of a compelling case for philanthropic support for the college that is also clear, concise, and conveys a sense of urgency.
6. Works cooperatively with other officers of the college to ensure that the mission and vision of the Foundation and the college are consistently presented to all relevant stakeholders in a strong, positive public relations image that reflects the college as a vital force in the community.
7. Coordinates with Marketing and Public Relations department efforts to maximize fundraising effectiveness with regard to public and community relations and to enhance special events representing both the college and the Foundation.
8. Works with key college personnel, the Foundation Board, and community partners to develop and implement a capital campaign strategy.
9. Helps to identify priorities, new relationships, new sources of funds, and new ways to fundraise and maintain existing relationships. Develops opportunities for external partners to become more involved with and more knowledgeable about specific aspects of the college community, including the Appleton Museum of Art.
10. Provides oversight in the development and implementation of the Foundation's alumni program.

ESSENTIAL JOB FUNCTIONS (Continued):

11. Develops and strategically initiate a planned giving program that will supplement and enhance all other fund development programs. Works with community agencies and representatives to encourage, solicit, and recognize bequests, life insurance, annuities, and other appropriate giving instruments.
12. Facilitates continuous development of the Foundation's Board of Directors through the selection process, orientation, engagement, thoughtful communications, education, committee involvement, and interfaces with college and Foundation personnel, donors, prospects, and legislative officials.
13. Coordinates with the college's government relations efforts to strategically develop funding initiatives aligned with the priorities of the college. Encourages and focuses the Foundation Board of Directors toward specific government advocacy on behalf of the college.
14. Provides leadership to establish strategic direction for the Appleton Museum of Art.
15. Coordinates and prepares the agenda for the Foundation Board of Directors meetings and Executive Committee meetings each year.
16. Participates in and oversees internal control processes to ensure the integrity of the Foundation's financial statements.
17. Oversee the student residence facility to ensure that the optimal security practices are maintained for safe living conditions and that the interest of both students and the public are harmoniously maintained.
18. Oversee all Foundation assets (rental properties, investment portfolio, expenditures, revenues, etc.) to maximize the return from fully insured investment vehicles while maintaining appropriate accounting practices and ensuring that expenditures are only made for approved purposes.
19. Communicates with the Foundation auditors, the Foundation Board, and key college officials to address the key financial processes and statements.
20. Recommends an annual budget for board approval and prudently manages the Foundation's resources to achieve or exceed goals.
21. Positions the president to maximize her or his potential as a fundraiser for the college by researching, cultivating, and making appointments with prospective major donors.
22. Assists the president with speech preparation and presentations for various community engagements related to the Foundation.
23. Displays leadership in community involvement through service on local boards and presentations to key community groups.
24. Supervises a diverse staff and assists them in developing their full potential.
25. Demonstrates, through behaviors and interactions with the college community, a personal commitment to the College of Central Florida's core values and service standards.
26. Driving between campuses and the service area to meet with donors and communities as required. A valid Florida driver's license is required.
27. Regular and recurring overnight, out-of-district travel required to state and national conferences and meetings.
28. Performs other duties as assigned by the president.

ESSENTIAL JOB FUNCTIONS (Continued):

29. Due to the scope of responsibility of this position and the need for the college to communicate both during the weekday and after regular work hours, the employee must possess a cell phone and provide the number to Human Resources, the immediate supervisor, and the Vice President of Administration and Finance.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as 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.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS

- Works in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: BUILDING 42, OCALA CAMPUS

SUPERVISOR OF POSITION: COLLEGE PRESIDENT