



**JOB DESCRIPTION**

<b>Job Title</b>	<b>Associate Vice President for College Relations</b>
<b>Reports to</b>	Vice President for University Relations with a dotted line reporting relationship with the Dean of the College of Law
<b>Department</b>	University Relations
<b>Location</b>	Stetson University College of Law, Gulfport Campus
<b>Updated</b>	September 2011
<b>Primary Purpose</b>	Serve as chief development and alumni relations officer at the College of Law; provide executive leadership for all development and alumni relations activities of Stetson University College of Law in advancing the fundamental mission of Florida’s first law school. Complex position requiring independent action, judgment, decision making, planning, and initiative.
<b>Essential Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead the staff in ambitious strategic planning, goal-setting and performance evaluation in connection with institutional priorities;</li> <li>• Develop and executive a comprehensive development program to achieve annual fundraising goals;</li> <li>• Develop and motivate an effective team of diverse professionals;</li> <li>• Work closely with various constituencies, especially alumni, parents, other donors and prospective donors, foundations and corporations;</li> <li>• Work collaboratively with all University Relations staff;</li> <li>• Support and encourage faculty and staff involvement in securing gifts and grants;</li> <li>• Oversee the Development and Alumni Relations budgets and financial reporting of contributions in a timely and effective manner;</li> <li>• Work closely with the Dean, members of the Board of Overseers, Stetson Lawyers Association, and other volunteer leaders on major gift solicitations;</li> <li>• Assist the Dean in identifying and cultivating potential members of the Board of Overseers and other leadership positions;</li> <li>• Coordinate the work of the Alumni Relations program;</li> <li>• Coordinate the work of the Dean in support of the College of Law Strategic Plan and Campus Master Plan;</li> <li>• Plan and direct a comprehensive development program as part of a university-wide comprehensive campaign;</li> <li>• Participate as an advisor to the Vice President for University Relations and the Dean and as a key member of the College of Law senior staff;</li> <li>• Measures progress and results weekly, monthly, and annually using approved gift reporting standards (CASE, AFP, and NACUBO);</li> <li>• Other responsibilities as directed.</li> </ul>

<p><b>Skills and Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Bachelor’s degree required; advanced degree preferred;</li> <li>• Prior non-profit/university experience;</li> <li>• At least 7 to 10 years of progressively successful fundraising experience;</li> <li>• Use of prospect “moves” management techniques;</li> <li>• Extensive experience in the areas of comprehensive campaigns, alumni relations, planned giving, and special events;</li> <li>• Strong experience in development procedures and practices, including goal setting and evaluation;</li> <li>• Excellent skills in fundraising, including demonstrated experience in cultivating, soliciting and securing major (six- and seven-figure) gifts;</li> <li>• Successful experience working closely with senior administration and volunteers to advance the goals of the institution and to secure gifts in support of institutional priorities;</li> <li>• Ability to work successfully with the diverse constituencies of an academic community, including alumni, administrators, community members, donors, faculty, students, overseers, and trustees;</li> <li>• Ability to recruit, manage, and cultivate volunteers;</li> <li>• Understanding the role and uses of technology in development and alumni relations;</li> <li>• Ability to embrace and articulate the mission, core values, and aspirations of the College of Law and the University;</li> <li>• Significant senior-level administrative experience, including supervising staff and budgets;</li> <li>• An understanding of academic and co-curricular programs;</li> <li>• Ability to train and retain a professional staff of highly motivated individuals;</li> <li>• Outstanding interpersonal, communication, and technology skills;</li> <li>• High level of judgment and discretion;</li> <li>• High energy level; and</li> <li>• Ability to travel extensively and work flexible schedule.</li> </ul>
<p><b>Working Conditions</b></p>	<p>This position requires the incumbent to travel extensively. Ability to work long hours, nights, and weekends. Good driving record satisfactory to insurer required. Requires an ability to change direction and maintain a flexible schedule. Work duties performed primarily in temperature controlled settings but may include outdoor events. Requires frequent interaction with others. Lifting occasionally up to 20 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>
<p><b>Application</b></p>	<p>Stetson University, an Equal Opportunity Employer, affirms the values and goals of diversity and strongly encourages the applications of all candidates, including women and candidates from historically under-represented groups.</p> <p>Resumes and/or applications and salary requirements should be sent to Human Resources Office at 1401 61st Street S, Gulfport, FL 33707 or email to <a href="mailto:hr@law.stetson.edu">hr@law.stetson.edu</a></p>