McNeese State University

Position:  Vice President for University Advancement
Department:  University Advancement
Reporting Authority:  President

Position Status:  Full-time, Unclassified

Qualifications:
Candidate must hold a minimum a master’s degree. Must possess excellent oral and written communication skills and have the personality and diplomacy to work with all types of people. Three years in public related work is necessary.

Job Description:

1. Plans, directs and manages all activities and professional staffing in the advancement, alumni relations, and Banners program areas.

2. Develops and manages total budgetary needs for these programs with fiscal reporting responsibilities as directed by the president.

3. Directs and advises University alumni staff, coordinating their programs with overall University advancement priorities.

4. Directs and advises University Banners staff, coordinating their programs with overall University priorities.

5. Maintains familiarity with important issues related to higher education and public policy.

6. Establishes appropriate mechanisms for the reporting of all University fundraising results, including all cash receipts, trusts, bequests and other expectancies, pledges, gifts-in-kind, and all other fund-raising projects.

7. Takes overall responsibility for the University’s donor relations programs, including the planning and staffing of all donor cultivation efforts.

8. Serves as primary staff to the University President with regard to philanthropic support and public affairs; serves as a member of the executive staff.

9. Serves as liaison to the University’s deans and program directors in the areas of fundraising, alumni affairs, and Banners.

10. Serves as principal University leadership liaison to the Alumni Association Board of Directors.

11. Supervises management and maintenance of all automated and manual record-keeping
systems, including donor and alumni records, and the processing and acknowledging of all gifts and contributions to the University.

12. Serves as primary role in the cultivation and solicitation of major donors to the University.

13. Manages the recruitment and review of all professional and support staff within all program areas.

14. Provides executive leadership in the planning and implementation of the proposed Capital Campaigns.

15. Represents the President and the University at public functions and special events.

16. Manages and advises fundraising efforts in support of Athletics.

17. Responsible for assisting the Coordinator for Athletic Development and the Athletic Foundation and providing them with support and direction.

18. Responsible for supervising and assisting the Coordinator of Planned Giving and the Planned Giving Council and providing them with support and direction.

19. May perform other related duties as assigned by the President.

Revised 3/6/13