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## Clinton Community College **Vice President for Institutional Advancement**

Clinton Community College is seeking a forward-thinking, dynamic individual to join CCC. The College has a stunning location on the shores of Lake Champlain and panoramic views of Vermont's Green Mountains and New York's Adirondack Mountains. Clinton Community College, a member of the State University of New York, invites applications for Vice President for Institutional Advancement.

The Vice President for Institutional Advancement reports to the College President and is charged with providing leadership for increasing the level of external resources from public and private sources to support programmatic and capital needs and aspirations of the College and has the authority to delegate work to effectively carry out the duties described below. This is a twelve-month, professional position.

### **RESPONSIBILITIES:**

- Provide overall vision and strategic direction for the Institutional Advancement department to increase the level of external resources from public and private sources to support programmatic and capital needs of the College.
- Provide strategic leadership for the College's fundraising activities; including, but not limited to, research, data, campaign efforts, advancement communications, all manner of solicitations, annual fund, planned giving program, and fundraising events.
- Create and execute a fundraising plan with clearly defined goals, timeframes and metrics based on the College's strategic plan.
- Meet and exceed annual fundraising goals as defined by the College President and Foundation Board.
- Develop, maintain and expand the Foundation's planned giving program (including life-income arrangements and bequests).
- Develop relationships and establish funding opportunities through private/corporate sector initiatives.
- Develop and maintain positive relationships with the College's various boards, key executive staff, and volunteer leaders in support of the College's fundraising efforts.
- Collaborate with community groups and external agencies to build relationships and enhance the image of the College/Foundation, as it relates to resource development efforts.
- Maintain collaborative working relationships specifically with academic departments, faculty and staff helping them understand that their cooperation is essential to effective institutional advancement outcomes.
- Develop and manage the Institutional Advancement office and College Foundation and Alumni Association budgets.
- Provide oversight for College and Foundation scholarship programs.
- Work collaboratively with other senior administrators to ensure effective operation of the College.
- Serve on College committees as required and represent the College in meetings of the community, other educational institutions and agencies as required.
- Promote and support the College's mission, values and strategic goals.
- Supervision of small staff.



**QUALIFICATIONS:**

- Bachelor's degree required, Master's degree preferred, in business, marketing or a related field required.
- Five (5) years of experience in advancement.
- Significant and documented success in private fundraising.
- Successful record of accomplishments and expertise in annual and planned giving programs, major gift solicitation and campaigns and grants.
- Demonstrated ability to successfully manage all fiscal resources and perform financial planning and analysis.
- Demonstrated knowledge of the uses of technology to enhance advancement functions.
- Demonstrated ability to develop policies and procedures; develop strategic planning initiatives; and conduct evaluations and assessments of College services.
- Ability to create and maintain effective relationships with faculty, staff and students, and the College's Board of Trustees, Foundation Board and Alumni Association Board.
- Leadership, vision, written and oral communication skills, and successful consensus building.
- Creative, innovative, entrepreneurial, and high motivated spirit.
- Understanding of the community college philosophy and mission, and a strong commitment to Clinton Community College.

**How to apply:**

Although the search will remain open until the position is filled, for full consideration, candidates should submit materials by February 3, 2020, including a cover letter, curriculum vitae, unofficial transcripts and a CCC Professional Application (available at <https://www.clinton.edu/hr/Job-Postings.aspx>) to:

[hr.recruiting@clinton.edu](mailto:hr.recruiting@clinton.edu)

or

**Human Resources Office  
Clinton Community College  
136 Clinton Point Drive  
Plattsburgh, New York 12901**

[www.clinton.edu](http://www.clinton.edu)

*Clinton Community College is an Affirmative Action / Equal Opportunity Employer. Qualified women, minorities, individuals with disabilities, protected veterans and others who would enrich the diversity of the College are encouraged to apply. If you require an accommodation so that you may participate in the selection process, please notify us at [hr.recruiting@clinton.edu](mailto:hr.recruiting@clinton.edu) or (518) 562-4138.*