**POSITION DESCRIPTION**

**POSITION:**

Vice President of Institutional Advancement

**SUMMARY:**

Lenoir-Rhyne University, a dynamic and growing, private, liberal arts institution seeks an innovative, visionary, and strategic individual to serve as a member of the newly named President’s cabinet and lead all University Advancement initiatives for the school. For additional information, visit the Lenoir-Rhyne University website at [www.lr.edu](http://www.lr.edu).

**REPORTS/RELATIONSHIPS**:

The Vice President for Institutional Advancement of LRU reports directly to the newly appointed President.

**BASIC FUNCTIONS**:

The Vice President for Institutional Advancement is responsible for planning, implementing, and promoting programs and activities to advance the understanding of and support for Lenoir-Rhyne University as established under the leadership of the newly appointed President and adopted by the Board of Trustees.

Specific responsibilities for this position include, but are not necessarily limited to:

* Create the environment for innovative, ethical, and intelligent uses of the offices of institutional advancement.
* Develop strategies with, and give oversight to, the fund-raising and constituent relations activities of the directors of Alumni and Parent Relations, Development, Public Relations, and the Associate Vice President for Institutional Advancement for Planned Giving and Church Relations.
* Support the leadership boards and committees of the University to include the Trustee Committee on Promotion and Development, the Alumni Association Board of Directors, the Parents Association Executive Committee, the Board of Visitors, the Business Council, the Grants Council, the Church Relations Council, and the Planned Giving Council.
* Maintain accurate records for current and prospective donors with pertinent data including giving history and other information for strengthening relationships and encouraging their active leadership and financial support of the University.
* Direct and coordinate the external communications of the University to achieve a comprehensive, balanced program of institutional understanding and support.
* Cooperate with the academic affairs office and faculty in the procurement of grants which support educational programs of the University.
* Collaborate with the administrative staff in the development, implementation, and monitoring of the institutional advancement program budget and projecting gift revenue as part of the institutional budgeting process.
* Exercise oversight for timely, accurate, and thorough gifts receiving, reporting, and acknowledgements operations of the University.
* Attend conferences focused on institutional advancement and resource development in higher education and maintain other public contacts with community, civic, and business leaders to further the reputation and advancement of the University.
* Review and evaluate the operation and effectiveness of the institutional advancement program in carrying out goals and objectives in fulfilling the mission of the University.
* Perform other tasks as needed and assigned.

**REQUIREMENTS:**

* Minimum five years of fundraising experience, preferably in higher education.
* Command of fundraising software, preferably Raisers Edge.
* Undergraduate degree required; Master’s degree preferred.

**COMPENSATION:**

Compensation will be commensurate with experience, which includes a competitive base salary and benefits.

Confidential referrals and inquiries may be directed to LRAdvancement@colemanlew.com or telephone number 800.533.9523.