

**Winthrop Position Title**

Associate Vice President for Advancement

**Job Purpose**

Reporting to the Vice President for University Advancement, the Associate Vice President for Advancement manages major gift and planned giving operations and raises financial support for the university's educational mission by soliciting individuals and organizations for annual, major and planned gifts.

**Job Summary**

Manages a portfolio of donors in order to develop and cultivate relationships with alumni and friends of the university.

Solicits major and planned gifts of \$25,000 or more for capital needs, special programs, scholarships and leadership gifts to the Winthrop Fund.

Provides effective leadership and supervision of development officers through one-to-one coaching, team meetings and effective prospect management.

Sets short- and long-term goals for the major gifts team.

Oversees the growth of the planned giving program in consultation with the Vice President.

Works closely with the advancement services and stewardship teams to develop strategies for expanding the overall donor pipeline, increasing donor engagement and promoting special events for giving societies.

**Required Qualifications**

Bachelor's degree; at least five years of experience in fundraising or relevant non-profit organizational work, alumni relations, sales, or related field; and three years of experience as a manager or team leader.

**Preferred Qualifications**

Experience in higher education fundraising, preferably in major and planned giving, and proficiency with Raiser's Edge or similar fundraising software.

**Knowledge, Skills & Abilities Summary**

Extensive knowledge of the principles and best practices of fundraising and capital campaigns. Exceptional verbal and written communication skills. Lead-by-example management style and demonstrated ability to empower, build and motivate individual performance while also encouraging effective teamwork. Ability and willingness to embrace and promote effective change and to seek program growth and longer-term sustainability through entrepreneurial risk-taking. Ability to exercise sound judgment in decision-making. Must possess a high degree of integrity, political sensitivity and diplomacy and have a proven record of success in supervision, budgetary oversight and strategic planning.