

Vice President, College Advancement & Executive
Director, Lee College Foundation
Lee College

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Posted May 2, 2022, set to expire Aug. 30, 2022

Job Title	Vice President, College Advancement & Executive Director, Lee College Foundation
Department	
Institution	Lee College Baytown, Texas
Date Posted	May 2, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Vice-(President/Provost/Chancellor)
Academic Field(s)	Administration - Other
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Job Description

Vice President, College Advancement & Executive Director, Lee College Foundation

Posting Number: 0001147

PS Position#: 00001053

Position Status: Full-Time

Salary: Starting salary range is based on the Lee College Executive Salary Scale, E92. Initial salary offer is commensurate with education and related work experience.

Department: Resource Development

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Job Summary/Basic Function:

College Advancement serves the College by promoting an understanding of its people, programs, policies, and needs, resulting in securing adequate public and private support essential to the fulfillment of the College mission. The Vice President provides strategic and operational oversight to the Division of College Advancement, composed of Resource Development, Marketing and Public Affairs, and the Performing Arts Center (PAC). The Vice President also serves as the Executive Director of the Lee College Foundation.

Duties and responsibilities include, but are not limited to:
Advancement and Strategic Planning

- * Develops a comprehensive Institutional Development Plan in concert with the strategic goals of the College.
- * Develops an annual budget and recommends fundraising goals linked to the priorities of the division and the College.
- * Strengthens the operational role of the Foundation Board and the level of fundraising collaboration among the College leadership teams.
- * Serves as a member of the President's Cabinet to represent the division in the development, implementation, and evaluation of institutional plans, goals, and strategies.
- * Defines and negotiates partnership agreements that mutually benefit both the College and its partners (e.g., academic, private, or public sector).
- * Projects an executive presence and delivers professional presentations to potential donor and partner organizations.
- * Maintains an active and engaging presence in the advancement profession to maintain visibility for the College.

Lee College Foundation

Provides strategic and operational oversight to the development and fundraising programs navigated through the Lee College Foundation, an IRS 5013 organization. Works closely with the Foundation Board of Directors to ensure that the Foundation's priorities align with the strategic and operational needs of the College community, with an emphasis on student retention and student success. Enhances awareness of the College as a viable source of investment and support. Stewards the efforts of the Foundation staff and Board in fundraising, planned gifts, alumni relations, and other associated

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resource-generating activities.

- * Serves as an ex officio member of the Foundation Board.
- * Works closely with the President in all phases of advancement and fundraising leadership activities [including bond issuances, capital campaigns, etc.].
- * Enhances the operations and strengthens productivity in the areas of advancement, annual fund, major gifts, corporate and Foundation relations, planned giving, and alumni relations.
- * Develops relationships with key donors and develops strategies that secure major gifts and donations to the College.
- * Ensures timely and accurate updates of progress and information are provided to the President and the Foundation Board.
- * Creates and executes fundraising plans that utilize best practices for annual, major, and planned gift programs.
- * Develops agenda for all Board and committee meetings. Provides draft minutes to Board secretary for review and approval by full Board.
- * Facilitates the identification, recruitment, orientation of Board of Director members.
- * Facilitates, manages, organizes, and documents work of Foundation committees, including Fundraising, Investment, Nominating, and other Ad Hoc committees. Periodically reviews committee charges and recommends updates as needed.
- * Reviews monthly financial reports prepared by Chief Financial Officer's office.
- * Monitors performance of Foundation's portfolio and allocations to ensure alignment with Investment Committee objectives.
- * Oversees and coordinates annual financial audit with CFO's office and external auditors to ensure compliance with all requirements.
- * Develops and executes the Foundation's operational budget, which includes providing Board Members and President with quarterly updates.
- * Oversees the technology infrastructure to establish and maintain a Donor and Alumni database, which provides accurate and complete records.

Resource Development (Grants Office)

Provides strategic direction and support to the Grants Office to ensure that opportunities are assessed and applied for within the overall strategic focus of the College. In collaboration with the Executive Team, directs the College's grant planning to expand financial resources and program delivery. Prepares, reviews, and or submits public and private grant proposals.

- * Identifies and develops corporate and College partnerships for major grant initiatives and campaigns.

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- * Monitors institutional grant submissions, awards, and compliance.
 - * Ensures institutional compliance with federal, state, agency, and other applicable governing regulations [with respect to grants].
 - * Oversees scholarship distribution and other emergency need programs administered by the Office.
- Alumni Engagement

- * Maintains ongoing support, communications, and the commitment of leaders from all sectors of the community.
- * Builds and grows a network model and volunteer structure that supports Alumni engagement to promote the College and enhance the student experience.
- * Creates short and long-term strategies aimed at increasing lifelong engagement between Alumni and the College.
- * Identifies opportunities to infuse pride in the College brand to create a visible Alumni network.

Marketing and Public Affairs

Provides strategic direction and oversight for a comprehensive and cohesive approach to marketing, advertising, interactive media, brand strategy, and public relations products. Ensures and demonstrates that the mission and vision of the College are appropriately represented and all strategies are designed to positively impact enrollment, strengthen community outreach, and raise financial and community support and advocacy for the College. Collaborates with senior leadership to ensure all marketing and communications efforts are relevant, timely, and aligned with the strategic initiatives of the College and represented departments.

- * Facilitates the planning, implementation, and measurement of a comprehensive marketing plan that supports the College's Strategic Enrollment Plan.
- * Oversees the Lee College brand management to build brand equity and the development of a strategic communications plan.
- * Oversees the development and implementation of a comprehensive marketing plan to include news/media relations, marketing communications/publications, special events, and web interactive communications.
- * Fosters a culture of quality service to internal customers in the development of marketing materials and College publications.
- * Provides consultation to the President and Cabinet on communication and public relations matters.
- * Oversees the collection, distribution, and analysis of statistical data to drive performance.

Performing Arts Center

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Provides strategic direction and oversight for the College's Performing Arts Center (PAC) including researching, developing, and booking seasons of performances. Ensures contracts and agreements are properly reviewed and executed. Develops marketing and communications strategy to build support for the Performing Arts Center throughout the College's service area to include sponsorships and underwriters for performances. Oversees and administers the PAC Donor Recognition Program.

- * Staff convenes and facilitates PAC Advisory Council annually to ensure a broad range of the Arts are represented.
- * Oversees the development of annual marketing and communications plan to increase awareness of and participation in both College and non-College events.
- * Facilitates the development of the annual budget, including expense and revenue.
- * Reviews and approves all performance contracts. Conducts community outreach to increase usage of the Performing Arts Center and to diversify types of events and audiences.
- * Seeks sponsorships and underwriters for performances that allow the College to reach audiences reflective of those living in the College's service area.
- * Forms partnerships with ISDs, community organizations, etc. to leverage resources resulting in increased Arts education programming and opportunities.

Additional duties and responsibilities may include, but are not limited to:

- * Participate in civic and industry organizations, including serving on boards, as requested.
- * Represent the College at events throughout the College's service area, state, and nationally.
- * Serve as the President's delegate, as requested.
- * Perform other duties as assigned.

Excellent benefits accrue with this full-time position. This is a security-sensitive position.

Lee College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin, or veteran status.

Minimum Qualifications:

- * Masters (or higher) degree from an accredited four-year college or university
- * Five (5) years of experience in one or more of the following: institutional advancement, fundraising, or communications and marketing
- * Two (2) years of supervisory experience



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- * Must have experience in senior-level fundraising in college advancement and/or development with verifiable accomplishments in direct solicitation, prospect management, annual giving, major and planned giving management, alumni affairs, comprehensive campaigns and public relations, marketing, and communication
- * Demonstrated commitment to diversity and multiculturalism, and the ability to translate the Colleges mission as a Hispanic-Serving Institution
- * Demonstrated experience in managing departmental or divisional human, physical, and financial resources
- * Ability to communicate effectively (oral and in writing) to diverse external and internal stakeholders
- * Proven ability to interact positively, effectively, cooperatively, and tactfully with diverse groups, which may include faculty, staff, administrators, the media, business and industry leaders, government officials, and community representatives
- * Demonstrated ability to develop external relationships that benefit the institution
- * Experience in identifying needs and problems, creating innovative solutions, and managing multiple projects
- * Proficiency in word processing, spreadsheet, media development, and presentation software applications
- * Must be available to work evenings and weekends as needed

Preferred Qualifications:

- * Terminal degree in related field
- * Certified Fund Raising Executive (CFRE)

Campus/Location: Main Campus - Baytown, TX

If other, provide location:

Close Date:

Open Until Filled: Yes

Special Instructions to Applicants:

This position requires applicants to attach the following documents: resume, cover letter, and copies of transcripts for all completed college work. (Official transcripts required upon employment.)



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In addition, applicants must include a minimum of three (3) professional references on the online application.

Please do not mail, email, fax, or deliver any documents outside of the electronic application process.

To apply, visit [[url=https://apptrkr.com/3044739](https://apptrkr.com/3044739)]<https://jobs.lee.edu/postings/7178>

Lee College is an Equal Opportunity/Affirmative Action Employer, which encourages applications from qualified females, minority groups, veterans, and disabled individuals. It is the policy of Lee College to fully comply with the equal opportunity provisions of all applicable regulations and not to discriminate against any employee or applicant for employment because of gender, disability, race, color, age, religion, national origin, or veteran status in areas such as recruitment, selections, training, promotion, demotion, layoffs, terminations, rates of pay, or any other forms of compensation or benefits.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Lee College

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