

Associate Vice President, External Affairs and
Advancement
Mt. San Antonio College

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Downloaded On: Nov. 24, 2024 7:22am

Posted Oct. 31, 2024, set to expire Feb. 22, 2025

Job Title	Associate Vice President, External Affairs and Advancement
Department	Foundation Office
Institution	Mt. San Antonio College Walnut, California
Date Posted	Oct. 31, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate Vice-(Provost/Chancellor)
Academic Field(s)	Administration - Other Administration - Executive
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Job Description	

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Associate Vice President, External Affairs and Advancement

Position Number: CM-195-2024

Division: Office of the President

Department: Foundation Office

FTE:



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Term (month/year): 12 months/year

Annual Salary Step Range: \$247,020.00 - \$265,692.00

Initial Screening Date: 11/26/2024

Open Until Filled: Yes

Position Description

Position Overview:

Definition:

Under administrative and general policy direction, provides highly responsible and complex management assistance to the President/Chief Executive Officer and Foundation Board of Directors. Administrative direction, plans, organizes, manages, and coordinates College development, the College Foundation, alumni programs, Marketing and Communication, and Public Affairs. Coordinates and directs College-wide and division activities and operations related to institutional advancement and development, including, but not limited to, the College Foundation, alumni programs and activities, donor relations, fundraising, private and public grants development, communications, marketing, brand management, and community and government relations; assists the President/Chief Executive Officer in executing the long-term vision for the College in collaboration with the Foundation Board of Directors and management staff; provides leadership to College service areas to enable staff to effectively and efficiently maximize available resources; ensures quality services provision to the students and the community; coordinates assigned activities with other College divisions, officials, outside agencies, and the public; fosters cooperative working relationships among College divisions and various public and private groups; and performs related work as required.

Supervision Received and Exercised:

Receives administrative direction from the President/Chief Executive Officer and the College Foundation Board. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, professional, technical, and administrative support staff through subordinate levels of management and supervision.

Class Characteristics:

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This is an executive management classification that oversees, directs, and participates in all programs, services, and activities related to development, the College Foundation, alumni relations, Marketing and Communication, and Public Affairs, including planning and development and administration of policies, procedures, and services. This class provides assistance to the President/Chief Executive Officer in a variety of administrative, coordinative, analytical, and liaison capacities and regularly interacts with the President/Chief Executive Officer, Foundation Board of Directors, and division representatives in obtaining and coordinating projects and information. Responsibilities include coordinating the activities of assigned programs with those of other programs, departments, divisions, and outside agencies and managing and overseeing the complex and varied functions. The incumbent is accountable for accomplishing programmatic planning and operational goals and objectives and for furthering College goals and objectives within general policy guidelines. Successful performance of the work requires knowledge of education policy and College functions and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas.

Examples of Essential Functions(Illustrative Only):

1. Provides leadership and direction and assumes full management responsibility for Foundation, alumni programs, services, and activities, as well as Marketing and Communication and Public Affairs.
2. Plans, organizes, controls, integrates, and evaluates College-wide institutional advancement and development, fundraising, alumni and constituent relations, and funds administration, to ensure operations and services comply with the policies and strategic direction set by the President/Chief Executive Officer, Foundation Board of Directors, and all applicable laws and regulations.
3. Participates in formulation of the College strategic plan and other long-range fundraising, regional advancement, planned giving, and resource plans; exercises leadership in achieving optimal organizational efficiency and effectiveness, including initiatives to improve work processes and enhance systems and staff performance.
4. Provides guidance and direction to management staff to coordinate and direct programs and projects; meets with management staff to identify and resolve organizational and operational problems both within the College Foundation, Marketing and Communication, and Public Affairs; ensures the successful completion of programs and projects.
5. Contributes to the overall quality of the Colleges service provision by developing, reviewing, and implementing policies and procedures to meet legal requirements and College needs; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.

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6. Plans and evaluates performance of assigned administrators/managers and staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the Colleges rules, Human Resources policies, and labor contract provisions.
7. Advises the President/Chief Executive Officer regarding policy issues, programs, and projects to achieve College fundraising, business, and educational needs; advises and assists the President/Chief Executive Officer in identifying, analyzing, and implementing policies, programs, and projects; interprets state and College codes, laws, regulations, policies, and procedures to ensure compliance within areas of assigned responsibility; oversees and directs the preparation of Board agenda items directly related to areas of oversight.
8. Manages and participates in the development and administration of assigned program budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
9. Contributes to the overall quality of assigned programs service by developing, reviewing, and implementing policies, procedures, and internal controls to meet legal requirements and College needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
10. Develops and manages programs in the areas of major, planned, and annual giving and corporate and other Foundation grants; coordinates Foundation fundraising activities, including donations and appropriate grants in support of the College.
11. Assists and directs administrators and other employees in the solicitation and acceptance of gifts and other contributions; ensures timely acknowledgment of all contributions.
12. Develops and maintains systems for identification of donors and potential donors; maintains liaison with external prospects and donors on an on-going basis.
13. Maintains financial accounting system for Foundation fiscal activities, including accurate records and contributions.
14. Develops, coordinates, and directs the Alumni Association activities and volunteer work.
15. Coordinates the Mt. San Antonio College Scholarship program and oversees acceptance and acknowledgment of scholarship funds.
16. Ensures that federal, state, and other required reports are filed in a timely manner.
17. Oversees publication of Foundation publications, including brochures, annual reports, fundraising materials, and website.
18. Provides periodic fundraising reports of Foundation activities to the Board of Trustees and

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President/Chief Executive Officer.

19. Maintains, updates, and recommends changes to Board Policies and Administrative Procedures related to scope of responsibilities and facilitates their approval at all stages of the process, including Board approval.
20. Serves as a liaison for the Foundation and Alumni with other agencies; provides responsible staff assistance to the President/Chief Executive Officer; prepares and presents staff reports and other necessary correspondence as requested.
21. Represents assigned programs to other College departments, divisions, and outside agencies; explains and interprets programs, policies, and activities; negotiates and resolves significant and controversial issues.
22. Conducts a variety of organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
23. Establishes, implements, and fosters an environment of belonging as it relates diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
24. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
25. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
26. Monitors changes in laws, regulations, and technology that may affect College or program operations; implements policy and procedural changes as required.
27. Implements, enforces, supports, and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
28. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the President/Chief Executive Officer.
29. Assists with strategic planning in developing and implementing strategies to support and achieve College goals, vision, and institutional effectiveness.
30. Maintains collaboration with other associate vice presidents regarding College-wide matters.
31. Attends weekly President Cabinet meetings, Board meetings, and Board Study Sessions as required.
32. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
33. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.
34. Performs other related duties as assigned consistent with the scope of the position.

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Qualifications

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, antiracist, and accessible academic and work environment.
2. Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
3. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
4. Administrative principles and practices, goal setting, strategic planning, monitoring, measuring, and reporting of goals, objectives, and outcomes.
5. Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of public agency administration.
6. Principles and practices of fundraising and alumni programs, including planned giving and capital campaigns.
7. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
8. Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
9. Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
10. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
11. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
12. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

Skills and Abilities:

1. Implement, advocate for, and communicate the Colleges vision and commitment to creating a

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diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.

2. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty, management, and staff.
3. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
4. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
5. Communicate effectively orally and in writing and deliver formal presentations.
6. Develop, implement, and evaluate programs and services.
7. Utilize data and assessment outcomes to make improvements to programs and services.
8. Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
9. Cultivate relationships for donor solicitations and support.
10. Analyze situations accurately and adopt an effective course of action; plan, prioritize, and organize work; meet schedules and timelines.
11. Make sound, ethical, and independent decisions within legal and general policy and regulatory guidelines.
12. Identify and respond to Foundation and alumni issues, concerns, and needs.
13. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
14. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
15. Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of fundraising and alumni programs and administrative activities.
16. Identify, develop, and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
17. Conduct effective negotiations and effectively represent the College and assigned programs in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
18. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
19. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
20. Establish and maintain a variety of filing, record-keeping, and tracking systems.
21. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner;

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- organize own work, set priorities, and meet critical time deadlines.
22. Communicate effectively through various modalities.
 23. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
 24. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understands scope of authority in making independent decisions.
 25. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Masters degree from a regionally or nationally accredited college or university with major coursework in journalism, education, public administration, or a related field; and
2. Five (5) full-time equivalent years of increasingly responsible management experience related to key functions of fundraising and resource development, including experience working with volunteers, strategic planning, and grant writing.
3. Three (3) years of increasingly responsible management experience in human resources, including supervisory experience.

Desirable Qualifications:

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certificates:

Possession of, or ability to obtain, a valid California drivers license by time of appointment.



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To apply, visit <https://hrjobs.mtsac.edu/postings/13238>

Our Mission: The mission of Mt. San Antonio College is to support all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

Our Vision: Mt. San Antonio College strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

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