OFFICE OF HUMAN RESOURCES

POSITION ANNOUNCEMENT

POSITION TITLE: Vice President for Institutional Advancement

PERSONNEL STATUS: PIN/Exempt

DEPARTMENT: Institutional Advancement

OPEN DATE: November 10, 2017

CLOSING DATE: Open until filled (Initial screening date: December 1, 2017)

Responsibilities: Leads the University's overall fundraising efforts through the Division of Institutional Advancement; cultivates relationships with potential donors and alumni and coordinates the development of proposals seeking funds for the University in general and its various campus components; provides specific and general assistance to the President, as it relates to fund-raising, development, and outreach activities; develops and maintains a close operational relationship with all personnel of the University responsible for programs, activities, departments and/or projects; develops and maintains a close operational relationship with agencies (public and private) for the benefit of fund-raising, alumni relations, public relations, development, and university relations; attends meetings, conferences, seminars, workshops, and other professional assemblies to stay abreast and develop the most effective and efficient means of administering the Division's various facets; maintains appropriate and accurate records of the programs and/or activities of each respective area under this office and prepares periodic progress reports for each area; receives visitors or arrange in office business related visits, and takes appropriate and necessary follow up action with other appropriate administrators and officials, as necessary; keeps the President informed of overall advancement and developmental trends as they relate to community activities and attitudes, alumni programs, relevant public relations activities; assumes overall responsibility for preparing and generating preparation of proposals to private donors; effects timely and regular dissemination of information, data and other materials related to development, alumni relations, advancement, university relations, and fund-raising; serves on committees and councils in accordance with official appointment(s); develops long-range and short-range measurable goals and objectives for the division annually; responsible for the evaluation of personnel under supervision including recommendations of promotions and salary increases within the guideline restraints for each subordinate under his/her jurisdiction; interprets and implements guidelines, regulations, procedures and policies as they relate to alumni relations, advancement, university relations, and fund-raising; serves as Executive Director to the Bowie State University Foundation; serves as liaison between the University and the community on development projects; performs other duties as required.

Qualifications: A Master's degree from an accredited college or university, preferably in higher education administration, relating to development. A demonstrated record of success in advancement and capital campaign fund-raising required. At least six (6) years of experience in university development. A strong track record of fund-raising in a university environment. Thorough knowledge of good sound administrative practices; knowledge of and experience in the overall areas and intricacies of development, fund-raising and institutional research; an operational knowledge of and experience with budgets and budget preparation; ability to effectively communicate with personnel and people at all levels; ability and skill to plan, organize, administer and execute viable development and fund-raising
APPLICATION: Interested and qualified applicants should submit two copies of a cover letter, resume/curriculum vitae, BSU Employment Application, along with a list of at least three (3) professional employment references. **Submissions without an application will not be considered.** Email or mail all documents to:

Office of Human Resources  
Bowie State University  
14000 Jericho Park Road  
Bowie, MD  20715  
JOBS@bowiestate.edu

**Bowie State University is an Equal Opportunity/Affirmative Action Employer**

Auxiliary aids and services for individuals with disabilities are available upon request. Please contact the University’s EEO Officer at 301-860-3442.

To download the BSU application, go to [https://www.bowiestate.edu/files/resources/staff-employment-application.pdf](https://www.bowiestate.edu/files/resources/staff-employment-application.pdf)

*In accordance with the Cleary Act of 2000, you are advised to contact the Bowie State University Campus Police Office for Disclosure of Criminal Incidents that occur on our campus.*