



TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

Vice President of the Division for Institutional Advancement

Position Summary:

Reporting to the President, the Vice President for Institutional Advancement will lead the Advancement team to cultivate, solicit, and steward individuals, corporations, foundations, and organizations. In addition, this senior-level administrator will provide strategic leadership for fundraising programs and initiatives for the College, including responsibility for advancement services, alumni relations, annual giving, capital campaigns, corporate and foundation relations, donor relations, major gifts, and special events.

The candidate selected for this position must be an accomplished, high-achieving leader with excellent communication skills and a talent for developing strategies and setting goals to achieve fundraising targets. The Vice President will engage in networking, proposal writing, and leading a team of fundraising professionals to develop donor-centric strategic plans with goals and priorities to increase private support incrementally and exponentially and see them through fruition via events and campaigns timely and on budget.

The Vice President will be a significant force and advocate for strategic campaigns to sustain and expand Tougaloo's mission impact and outcomes, working collaboratively with trustees, administrators, faculty, staff, and voluntary leadership. In addition, the Vice President will work closely with the President to effectively communicate the College's vision to build a base of major gift donors who deeply value Tougaloo's institutional priorities and may be open to making significant contributions toward these (outright or pledged).

Responsibilities:

The Vice President is responsible for the day-to-day leadership and administration of the Division of Institutional Advancement. Among a wide range of responsibilities, the Vice President's duties encompass the following:

- Assign the development staff a portfolio of prospective donors and lead them through the phases of fundraising activity (identification, cultivation, solicitation, stewardship, and recognition), ensuring these are "institutionalized" into development planning and creativity.
- Carry and manage a portfolio of prospective major gift donors with the number determined in collaboration with the President.
- Increase the pipeline of major-gift donors (annual or restricted gifts) to contribute significantly to the College's fundraising success.
- Oversee the creation of an annual development plan grounded in prior year(s) experience with "metric goals" for each type and level of giving, and detailed timetables for strategies and tasks are implemented with accountability clearly described.
- Oversee the creation of annual operating plans, including program priorities, fundraising goals, and detailed strategies for accomplishing objectives.
- Build a stronger focus on corporate support and sponsorship (with an understanding of the dynamics of corporate philanthropy).

- Work collaboratively with the President to execute and achieve planned and endowment gifts strategies, including:
 - Develop and recruit professional advisors to sit on an advisory committee.
 - Prepare planned giving communications plan in partnership with the development and communications teams.
 - Provide overall management to the planned giving program, involving such gifts as charitable trusts and bequests.
- Lead and support voluntary leadership to implement one or more major “special events” each year to meet specific fundraising goals and to deepen Tougaloo’s connections and relationships in the region and nation among its alumni, friends, and corporate and individual supporters.
- Cultivate, preserve, and strengthen donor relationships and loyalty among alumni, friends, existing donors, trustees, faculty, and staff, instilling this practice in the development program.
- Staff the Institutional Advancement Committee of the Board of Trustees, working closely with the Committee chair to develop agendas and present salient information.
- Connect with campus leaders and departments on all fundraising initiatives.
- Ensure the expansion of alumni giving and alumni participation rate.
- Oversee the building of donor-centric programs to motivate alumni to deepen their commitment to Tougaloo College.
- Strengthen all data and technology infrastructure supporting the development program.
- Ensure that stewardship and recognition of all donors remain a priority.
- Oversee the Institutional Advancement Advisory Council.
- Review, craft, and facilitate the execution and management of policies and procedures governing all fundraising.
- Develop and manage annual budgets for all reporting units and perform quarterly cost and productivity analyses.
- Conduct a strategic assessment of existing philanthropic strengths and opportunities and plans for long-term growth and success by regularly meeting advancement goals and expectations.
- Collaborate with the Office of Communications to ensure a philanthropic branding strategy is implemented and delivered consistently across multiple channels with external and internal audiences and stakeholders.

Required Experience:

- Knowledgeable in developing motivating “cases for support” for numerous initiatives, time-sensitive projects, and potential campaigns to address institutional priorities.
- Knowledgeable in developing a highly skilled development team utilizing best fundraising practices and effective mentoring and team building.
- Knowledgeable in identifying and developing new prospects who are engaged and moved toward making a significant gift; current donors continue to give because of meaningful stewardship; lapsed donors are not forgotten and are made aware of gift-giving opportunities.
- Knowledgeable in all legal (and ethical) requirements related to fundraising, including IRS regulations about charitable giving and the gift-acceptance policies and procedures adopted by the institution.
- Knowledgeable in budget development, including revenues and expenses, and determining staff salary levels.

Required Qualifications:

- Eight years or more of progressively responsible leadership in advancement/development in higher education or equivalent non-profit organization(s).
- NSFRE certification is not required but will be a plus or other matriculation in non-profit or development education certificate or degree programs.
- A graduate degree is required.
- Proven ability to acquire 6-7 figure gifts in higher education or non-profit environments.

- Knowledge and comfort with technology for maintaining accurate donor base information and analytic planning.
- The ability to demonstrate prior professional staff coaching that resulted in major, planned, or legacy gifts and increased annual fund gifts.
- Demonstrated sensitivity to work with diverse academic, socioeconomic, cultural, and ethnic backgrounds of members of the College and other stakeholders.
- Demonstrated experience with strategic planning.
- Ability to adhere to college policies and procedures.
- Ability to handle confidential information with discretion and within FERPA guidelines.
- A commitment to a diversity, equity, respect, and inclusion culture.
- Demonstrated ability to build working relationships with people with various backgrounds, perspectives, and experiences different from one's own.
- General knowledge of the College's mission, purpose, and goals and how these position the College.

Posting Date:	April 10, 2025
Application Deadline:	Until position filled
Salary:	Commensurate with experience
Job Listings:	https://www.tougaloo.edu/about-tougaloo-college/jobs
*Email App/Resume/Cover Letter to:	<u>TougalooCareers@tougaloo.edu</u>
Physical Address:	Tougaloo College Attention: Director of Human Resources 500 West County Line Road Tougaloo, MS 39174

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY, OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER