Saint Michael's College
Job Description

Job Title: Associate VP for Alumni Relations and Development

Department: Institutional Advancement

Supervisor or Manager: Vice President of Institutional Advancement

Date Created: 7/18/05  Last Revised: 7/18/05  FLSA Status: E

Approved by (print name): ________________________    Signature: ________________________

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- Existing and prospective donors have a primary fundraiser while the major gift effort for both capital and annual fund programs is developed, implemented and refined
- Leadership and coordination is provided in identifying, cultivating, soliciting, and stewarding of donors
- A caseload of special gift prospects is maintained with a focus on individuals with a capacity of 6-7 figure gifts
- Prospects are courted aggressively to increase the quantity and quality of the pool, securing gifts at increasingly higher levels in a timely manner
- A significant contribution is made as a member of the IA management team in setting goals and developing strategies to ensure the overall success of the advancement program
- The Special Gifts program and the staff is managed
- The College and/or Institutional Advancement is represented to various college departments as well as externally for public relations purposes
- A senior development position is carried out effectively
- The mission of the College is well understood, articulated in an eloquent and compelling way and reflected in all manners of job duties including visits, events, phone calls, personal correspondence, and proposals
- The SMC mission is effectively promoted and the IA mission is supported to build life-long relationships with alumni, parents and friends, and to engage alumni and friends of the College as active volunteers and benefactors
- IA policies are adhered to regarding confidentiality of prospect information and database integrity

Essential Duties and Responsibilities:
- Achieves at least 20 off-campus one-on-one visits with prospects per month to accomplish a minimum of 200 such visits each fiscal year
- Qualifies, cultivates, solicits and stewards individual special gift prospects and donors
- Aggressively seeks new special gift prospects through referrals
- Educates prospects about the giving opportunities in the various departments and/or related to the special projects at Saint Michael’s College but always indicating the preference for unrestricted giving
- Coordinates through Prospect Strategy Meetings the identification, cultivation, solicitation and stewardship strategies for individual donors
- Manages an annual budget, an organizational structure and staff to effectively accomplish the department’s goals and objectives, including the recruiting, employing, training, supervising and evaluating of the Special Gifts staff
- Implements, along with departmental managers, short and long range organizational goals, objectives, policies and operating procedures; monitors and evaluates operational effectiveness and effects change required for improvement
- Writes case statements, major gift proposals, reports and supports IA’s Benefactor system for prospect/gift tracking
- Suggests and evaluates through management discussions the various integrated programs and activities designed to increase the visibility of the department to internal and external publics
- Reviews prospect research and helps to develop strategies, matching prospects to College programs or objectives
- Assists in short and long term strategic planning activities to create and fund raising, alumni/parent and communication goals
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Secondary Responsibilities:
- Assists in the implementation of peer evaluation sessions
- Involves the appropriate College personnel as well as alumni, parents and students in the identification, cultivation, solicitation and stewardship of significant donors
- Participates in Institutional Advancement events, College events such as Commencement
- Mentors staff, especially new hires, in departmental philosophy and the Saint Michael’s tradition
- Participates through Administrative Council or other assigned committees in the development of College policies and procedures
- Performs other duties as requested by the Vice President

Positions Supervised:
- Administrative Assistant, Special Gifts
- Associate Director for Research
- Associate Director for Special Gifts
- Director for Planned Giving
- Director for Foundation Relations and Sponsored Programs
- Special Gift Officer(s)

Position’s Major Contacts:
- Vice President for Institutional Advancement
- Institutional Advancement staff
- Various members of President’s Office
- Office of Admission, Enrollment and Marketing
- Student Resource Center offices
- Saint Michael’s College benefactors, donors, gift prospects, volunteers
- Community leaders, volunteers, civic groups

Demonstrates Excellence in this Position:
- Shows a steadfast commitment to participating as a member of a fully integrated outreach and development team
- Possesses exceptional interpersonal skills and comfort dealing with a wide range of personalities
- Displays excellent oral and written communication skills, with a keen ability to articulate the mission and vision, and an abiding belief in the mission of Catholic higher education
- Is faithfully dedicated to the College’s purpose to “advance the person at Saint Michael’s College” by educating the various publics that we serve of the needs and opportunities that will enhance the educational experience at SMC
- Secures meaningful and sacrificial investments of time, talent, energy and/or resources through representing and presenting the College in an exceptional light that encourages and invites involvement on various levels
- Has candid, thoughtful discussions with prospects, focusing on the objective of full involvement after a period of trust and respect are established
- Takes serious initiative and invests a significant amount of self to incorporate sound research and sales techniques into prospect discussions, while developing meaningful relationships that are long and healthy
- Uses a balanced approach when soliciting, understanding and respecting that family, church, college, hospitals and many others are vying for an individual’s attentions, yet remains ever cognizant of the end objective
- Understands well the tax ramifications of gift giving, providing sound advice in the gift planning process and staying current in the field
- Possesses strong initiative, is highly self-motivated and has the ability to effectively handle problems as they occur, following through on all aspects of the position with strong professional ethics, discretion, and judgment

Education and Work Experience Required:
- Bachelor’s degree plus proven experience in individual donor work preferably in higher education, or a combination of education and experience from which comparable knowledge and skills are acquired
- Track record in personally closing gifts or sales at increasingly higher levels
- Campaign experience is a plus
Analytic Skills Required:
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

Language and Literacy Skills Required:
- Prepares and delivers written and spoken information to small and large groups. Effectively manages meetings. Often in speaking, represents the institution to the audience. Communicates regularly and effectively with a wide range of groups.

Computer/Technology Skills Required:

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Licenses, Certifications and Other Requirements:
- Must meet driver’s eligibility requirements as stated in the Saint Michael’s College Vehicle Use Policy

Physical Demands:
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Associate VP for Alumni Relations and Development, the employee must occasionally lift and/or move up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
- Capacity to be a committed, trustworthy self-starter with high energy, sensitivity and integrity
- Skills to lead, train, supervise while fostering a cooperative work environment
- Ability to use independent judgment and to manage/impart confidential information
- Availability for significant travel and willingness to work the hours necessary beyond the regular schedule to complete job responsibilities, assist in staffing Reunion and Homecoming weekends, and participate at Commencement, convocations and other College events as defined by supervisor and responsibilities of this position

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.