



Position Title: VICE PRESIDENT FOR ADVANCEMENT

Department: Advancement

Reports To: President

Classification/:

FLSA Status Level I (Exempt Administrative)

Role Description:

Reporting to the President, the Vice President for Advancement provides strategic leadership and management for the Department of Advancement. This role oversees all fundraising programs, including annual funds, endowed funds, scholarships, capital and major gift campaigns, planned giving, grant writing, and gifts in-kind. Additionally, the Vice President of Advancement manages the offices of development and advancement services.

Key Responsibilities:

Management of the Advancement Department

- Secure adequate funds for current operations, special projects and capital growth
- Supervise, set direction and support goals for each office in the department including development and advancement services.
- Plan annual goals, objectives and calendar.
- Conduct annual performance reviews for the department staff.
- Develop the annual Development Plan in collaboration with the president and executive leadership team.
- Create an annual budget aligned with departmental and college priorities.
- Communicate Sherman College's mission and programs effectively.
- Represent development interests at the senior administrative level.
- Review annual fundraising outcomes and develop strategies to increase goals.

Annual Fundraising

- Develop and present an annual plan, goals and reporting structure for all development activities to the president and the Board of Trustees.
- Oversee all fundraising activities and solicitation strategies for all constituents, including foundations and major donors.
- Plan and implement strategic initiatives such as capital campaigns, major gift initiatives, and naming opportunities.
- Identify, cultivate, and steward donors either through direct solicitation or by facilitating the involvement of college leadership and volunteers.

Alumni

- Attend Alumni Association meetings as necessary.
- Provide support for alumni cultivation activities.
- Develop an annual giving plan with the team.

Other Responsibilities:

- Support college policies and co-workers, especially in the presence of students.
- Participate in the annual Lyceum program.
- Fulfill other duties as assigned by the President.
- Demonstrate commitment to Sherman College's mission and support presidential initiatives.

Required knowledge and skills:

- Bachelor's degree in business, marketing, public relations, communications, nonprofit management or related field.
- Experience in creating effective strategies for fundraising, marketing and promotional campaigns.
- Proven track record in fundraising.
- Minimum five years previous experience in higher education grants and fundraising management preferred.
- Experience with and knowledge of fundraising CRM databases.
- Excellent interpersonal and communication skills, including public speaking.
- Demonstrated leadership and management abilities.
- The ability to organize and manage multiple priorities in a fast-paced environment.
- Critical thinking and informed decision-making skills.
- Strong team player.
- Basic computer skills.

Preferred Knowledge and Skills:

- Master's degree
- CFRE or similar certification
- Knowledge of chiropractic philosophy and education

Reporting to this position:

Offices of development and advancement services

Physical demands and work environment:

- Occasionally required to sit, use hands to handle objects, reach with hands and arms, talk, and hear.
- Specific vision abilities include close vision, distance vision, and the ability to adjust focus.
- Works in a controlled environment with minimal noise.

- Ability to travel after traditional work hours or during weekends as needed.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature: _____ Date: _____