



Supported by Cabinet: 10-18-2022
Approved by the President: 10-18-2022

JOB DESCRIPTION: ASSISTANT VICE PRESIDENT FOR EXTERNAL SUPPORT AND ALUMNI AFFAIRS

The Assistant Vice President for External Support and Alumni Affairs reports directly to the Vice President for University Advancement and is responsible for the areas of alumni affairs, prospect management, and grants including researching, preparing, and submitting grant proposals as well as managing a portfolio of major gift prospects. Additionally, the Associate VP will maintain knowledge of the University's priorities as it relates to programmatic, operational, and capital needs of the institution and the supporting foundation.

STRATEGIC

The Assistant Vice President for External Support and Alumni Affairs shall:

- Research external support opportunities in a timely manner that meet the University's needs as they relate to University programs, strategic plan, facilities master plan, and private fundraising goals.
- Actively collaborate with University partners to develop an external support project pipeline that is built, managed, and consistent.
- Develop relationships with industry and community partners that will enhance grant opportunities and student resources.
- Develop standard proposals for University programs in order to appeal to foundations and corporations.
- Develop and maintain corporate and foundation relationships to ensure Athens State University is top of mind for funding potential.
- Travel to meet with funders and gain additional training insights into project funding.



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- Identify, cultivate, solicit, and steward a mix of alumni, individual, foundation, and corporate donors.
- Direct, develop, and implement institutional fundraising strategies in the areas of special and deferred gifts in conjunction with the Assistant Vice President of University Development.

MANAGERIAL

The Assistant Vice President for External Support and Alumni Affairs shall:

- Supervise the Director of External Relations and Alumni Affairs in order to ensure active engagement with alumni constituency groups.
- Work collaboratively with the Director of External Relations and Alumni Affairs as a liaison to the Athens State Alumni Association Board of Directors.
- Supervise the Director of Prospect Management in his/her duties related to maintenance of the advancement database and the development of donor prospects.
- Collaborate to manage externally funded projects to ensure expectations, deadlines, and budgets are being met and maintained.
 - Participate and guide internal teams to ensure expectations are met on externally funded projects.
 - Ensure proper reporting on project progress is being provided to the funder and internally.
 - Actively manage budgets for funded projects in partnership with the Business Office.
- Supervise the External Support and Grant Specialist in order to support grant submission and reporting.



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- Ensure that all stakeholders are aware of their commitment and the resources of the University for external support projects prior to submission of the project.
- Manage a portfolio of 50-75 active major gift prospects capable of giving \$10,000 or more to the University, primarily located in Alabama.

OPERATIONAL

The Assistant Vice President for External Support and Alumni Affairs shall:

- Apply for 25-40 external support projects annually, totaling over \$1,000,000.
- Collaborate with faculty and staff seeking external project support to develop realistic and thorough budgets in conjunction with the University Business Office.
 - Research external support projects and share with interested University parties for both faculty and staff.
- Write external support project applications for federal, corporate, and foundation opportunities.
 - Align external support project objectives with University objectives.
- Lead external support project teams to ensure all stakeholders are involved and heard as projects are being developed and then implemented.
- Submit and track all external funding proposals in a timely manner based on agency deadlines and grant award cycles.
 - Prepare and complete reports in a timely fashion to document funds awarded and ensure progress and final reports are submitted in a timely fashion.
- Conduct a minimum of 2-3 strategic visits a month with external support project funders, alumni, individuals, foundations, and corporations.
- Travel as necessary to meet with active major gift prospects and donors.



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- Participate in University, Foundation, and Alumni events.
- Assist in preparing and providing material for University publications including the Column, press releases, and other materials as needed.
- Document donor touches in Salesforce and prepare contact reports in a timely fashion.
- Follow the policies of the University when processing and accepting gifts.
- Identify opportunities for improvements to work practices and offers viable solutions for implementation.

OTHER

- Demonstrates flexibility and adaptability to changing work scope and tasks based on need.
- Identifies opportunities for improvements to work practices and offers viable solutions for implementation.
- Proactively engages in problem solving related to tasks in this position with internal and external constituencies.
- Perform other related duties as assigned.

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