



Supported by Administrative Council: October 11, 2017
Approved by Dr. Bob Glenn: October 11, 2017
Revised: May 20, 2019
Revised: April 1, 2022

JOB DESCRIPTION: ASSISTANT VP FOR DEVELOPMENT

The Assistant Vice President (AVP) for University Development reports directly to the Vice President for University Advancement. The AVP is responsible for all fundraising activities and strategies for the University.

The AVP will be a key leader in the direction, cultivation, solicitation, and stewardship of all gifts and will be responsible for the development and achievement of fundraising goals for the Athens State University Foundation and the Athens State University Alumni Association.

STRATEGIC

The Assistant Vice President for Development shall:

- Initiate and create an annual fundraising plan based on the University's goals and strategic plan.
- Develop plans and strategies in conjunction with the Senior Philanthropy Officer and the Vice President for University Advancement for major gift donors.
- Build working relationships and serve as development liaison with Colleges and Departments.
- Routinely practices self-monitoring by assessing self to make improvements or take corrective action to improve performance.

MANAGERIAL

The Assistant Vice President for Development shall:

- Supervise the Senior Philanthropy Officer and the Director of Prospect Management in order to ensure that the Advancement database is in good order.
- Actively works towards building cooperative and collaborative relationships with peers and internal faculty and staff.



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- 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 people.

OPERATIONAL

The Assistant Vice President for Development shall:

- In conjunction with the Director of Prospect Management, research, identify, cultivate, solicit, and steward a broad variety of donors including alumni, corporations, foundations, and individuals who desire to support the University.
- In conjunction with the Director of Marketing, participate in the development of materials including brochures, case statements and other media that support the University's fundraising goals.
- Plan and participate in special events and projects relating to development.
- Work appropriately with the University Foundation and its Board of Directors as directed by the Vice President for University Advancement.
- Prepare and complete reports in a timely fashion to document activities as related to fundraising goals and objectives.
- Travel in-state and out-of-state.
- Follow the policies of the University and Foundation in regard to the processing and acceptance of all gifts.

OTHER

The Assistant Vice President for Development shall:

- Participate in projects, events, and other duties as assigned.
- Demonstrates flexibility and adaptability to changing work scope and tasks based on need.