



BENNETT COLLEGE

Job Posting

Title: Associate Vice President

Job Code: 09-1113BAN

Date of Posting: 11/13/09

Closing Date: Until Filled

Department: Institutional Advancement

Reports To: Vice President for Institutional Advancement

GENERAL SUMMARY:

The Vice President of Institutional Advancement at Bennett College is seeking to fill the position of Associate Vice President of Institutional Advancement.

Reporting to the Vice President of Institutional Advance, the successful candidate will be responsible for major gift fundraising and for providing leadership to selected areas of the Advancement Program including planned giving.

ESSENTIAL JOB FUNCTIONS:

- Specific responsibilities include major gift fundraising, supervising activities and evaluating the performance of team members
- Development of the Bennett College Planned Giving and Legacy Gift program.
- Oversee external fund raising programs related both to annual fund programs and campaign activities
- The Associate Vice President will serve as department manager in the absence of the Vice President
- Assist in the recruitment and support of key volunteers
- Oversee planned giving and scholarship programs
- Assist the Vice President in planning and implementing divisional priorities and strategies consistent with the long-term strategic plan
- Assisting with the identification and cultivation of major gift prospects
- Manage his/her own portfolio of major gift prospects
- Perform all other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Specific responsibilities include major gift fundraising, supervising activities and evaluating the performance of team members
- Development of the Bennett College Planned Giving and Legacy Gift program.
- Oversee external fund raising programs related both to annual fund programs and campaign activities
- The Associate Vice President will serve as department manager in the absence of the Vice President
- Assist in the recruitment and support of key volunteers
- Oversee planned giving and scholarship programs
- Assist the Vice President in planning and implementing divisional priorities and strategies consistent with the long-term strategic plan
- Assisting with the identification and cultivation of major gift prospects
- Manage his/her own portfolio of major gift prospects
- Perform all other duties as assigned.

EDUCATION AND EXPERIENCE:

The candidate must possess a bachelor's degree with five years or more of experience in higher education fund-raising. The successful candidate will have worked on a capital campaign and managed a portfolio of major gift prospects. He/she will also be able to demonstrate effective work done with Deans and Faculty to promote grant writing. It will also be important to show evidence of the ability to work effectively with Alumnae.

HOW TO APPLY:

Interested candidates should submit a cover letter, resume, salary history (on separate sheet), and three (3) recent letters of recommendation (all letters must be signed and dated within one (1) year), reference **Job Code 09-1113BAN**

If available, please submit unofficial transcripts. Official transcripts are required if an offer of employment is made.

You can send your information one of three ways:

Mail to: Human Resources, Bennett College for Women, 900 East Washington Street, Greensboro, NC 27401

Email to: hr@bennett.edu

Fax to: 336-517-2103

Resumes received without the job code and salary history will not be considered. **NO PHONE CALLS PLEASE!**

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