

Vice President for Institutional Advancement: Georgina Schmahl

Supervisory Responsibility: Director of Sponsored Programs, Director of Alumni and Family Relations, Director of Advancement Services, Director of Annual Giving, and Development Officers (two positions)

Job Summary: Reporting to the president, the VPIA is the strategic leader responsible for securing external funding for the university. The VPIA develops and implements a comprehensive strategy to increase giving among all constituents including alumni, trustees, corporations, foundations, sponsored programs, parents and employees. The VPIA provides leadership for development, alumni affairs, government relations and board development initiatives and works in collaboration with senior leadership to maximize the reach of university events.

Essential Functions:

1. Provides overall leadership for the development of a comprehensive fundraising program that includes annual giving (including athletics, employee, and family giving programs), board giving, major gifts, corporate and foundation giving, planned giving, sponsored programs (federal and private grants) and capital campaigns.
2. Collaborates with the president to develop fundraising goals and priorities for the university.
3. Cultivates, solicits, and stewards lead gifts.
4. Staffs the president in all aspects of external affairs including developing the public relations and fundraising strategies in fulfillment of the president's role in fundraising.
5. Provides leadership to government relations at the local, state and federal level to advance fundraising and university initiatives.
6. Works closely with the president, trustees, administrative and academic leadership, and key community leadership to identify, inform, cultivate, solicit, and steward prospective and current donors.
7. Serves as university liaison to the Board Development and Governance Committee of the Board of Trustees and oversees the executive assistant to the board.
8. Provides overall leadership to a staff, approving and evaluating performance metrics.
9. Prepares and administers annual Institutional Advancement budget.
10. Serves as a participating member of the President's Council (PC) and as a non-voting member of the Faculty Assembly (FA).
11. Represents the university at official public events when the president or other designees are not available.