



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>POSITION:</b>	Associate Vice President for Institutional Advancement and College Relations
<b>LOCATION:</b>	Primarily located at the Flanagan Campus; Lincoln, RI
<b>REPORTS TO:</b>	President
<b>GRADE:</b>	BOE 18
<b>WORK SCHEDULE:</b>	Non-Standard; 35 hours per week
<b>SUPERVISES:</b>	Professional and support staff

*The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.*

*We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.*

**JOB SUMMARY:**

To be responsible and accountable for institutional advancement and grants, fund raising and external relations. Also, to function as the Executive Director of the Community College of Rhode Island Foundation, as well as develop and oversee the College's alumni affairs activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop, monitor and promote all phases of external funding activities including state, federal and private funding relationships.
- Supervise functions pertaining to donor relations and stewardship, strategic planning and goal setting, scholarship development and management, special events, donor recognition, and volunteer recruitment and direction.
- Supervise staff hiring, professional development and training, and performance evaluation.
- Identify current and future grant funding needs and establish priorities for seeking grant funding; ensure these needs and priorities reflect and/or complement the mission and goals of the Community College and its departments.
- Supervise the areas of grant and fiscal programs management including research, writing and budget development, as well as all facets of the review, processing, submission, contract

**Knight Campus**

agreement finalization and reporting as they relate to proposals to foundations, business concerns, organizations and individuals for grant funding.

- Identify and publicize sources of grant monies to Community College divisions and departments; provide technical assistance to administrators, faculty and staff in obtaining financial support.
- Develop and maintain corporate and foundation, governmental and legislative relations for purposes of grant funding and institutional support.
- Serve as the executive director of the CCRI Foundation and provide creative leadership in working with trustees and their committees to develop and implement the vision and strategic plan to guide the Foundation's work.
- Provide support to the Foundation through Board development; provide leadership guidance to standing and ad hoc committees in carrying out annual action steps and the plan of work as related to the strategic plan.
- Seek out and secure major gifts from individuals, foundations and corporations including monetary gifts, in-kind contributions, mail solicitations and cultivation and stewardship of prospects.
- Provide oversight and integration of all fundraising functions, as well as maintain authority over prospect research, information systems and development communications.
- Initiate, organize and oversee the Annual Fund Campaign, as well as Comprehensive and Capital Campaigns as they are authorized by the Foundation. Work with consultants to develop case statements, research prospects, and develop and write proposals for corporate and private funding.
- Oversee the Alumni Association Office by coordinating the activities of the Alumni Affairs Director and providing direction and encouragement.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Other related duties as assigned by the President.

#### **LICENSES, TOOLS AND EQUIPMENT:**

Various computer hardware and software relating to fund raising and communications. Must have access to and use of own transportation.

#### **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions

#### **QUALIFICATIONS:**

- Bachelor's degree required, Master's preferred.
- At least five years of successful professional fund raising experience for an institution of higher education or similar non-profit organization required.
- Evidence of successful experience in supervision, management, record keeping and data analytics is required.
- Must be able to communicate effectively orally and in writing, as well as be able to organize, coordinate and supervise professional and support staff.
- Demonstrable experience with grant writing, management and reporting.
- Knowledge of the grant writing, management and reporting processes.
- Must possess exceptional interpersonal skills.
- Strong leadership skills and ability to bring together different constituencies in order to achieve goals and build consensus among constituents.
- Proven track record in revenue diversification and growth.
- Experience working with non-profit boards desired.

**CCRI is an Equal Opportunity / Affirmative Action Employer.**

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, [ecanning@ccri.edu](mailto:ecanning@ccri.edu).

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:  
<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>