

Miles Community College
Director of Institutional Advancement

Department: Office of the President
FLSA Status: Exempt

Job Status: Full-Time
Reports To: President

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

SUMMARY

The Director of Institutional Advancement provides strategic leadership for the College's comprehensive advancement program, including fundraising, donor stewardship, grant development, alumni and community engagement, Foundation relations, and institutional communications. This position partners closely with the President, the Miles Community College Foundation, faculty, staff, alumni, donors, businesses, and community organizations to cultivate meaningful relationships, secure philanthropic support, and advance the College's mission and strategic priorities.

The Director develops and implements a comprehensive advancement strategy that includes major gifts, annual giving, corporate and planned giving, grant strategy, donor stewardship, alumni engagement, and community partnerships. This position also oversees institutional advancement marketing and communications to strengthen the College's visibility, enhance its reputation, and promote opportunities that support student success and institutional growth.

ESSENTIAL DUTIES

- Leads and implements comprehensive institutional advancement and fundraising strategy that includes annual giving, major gifts, corporate and foundation giving, alumni relations, sponsorships, and philanthropic initiatives supporting student success, academic programs, capital projects, and strategic priorities.
- Serves as the College's primary liaison to the Miles Community College Foundation by supporting strategic planning, Board development, governance, donor stewardship, financial oversight, and coordination between the College and Foundation.
- Develops and implements a comprehensive grant strategy by identifying, pursuing, writing, and managing competitive public and private grant opportunities that advance institutional priorities and long-term sustainability.
- Maintains comprehensive grant management and reporting systems to ensure compliance with grant requirements, documentation standards, reporting deadlines, and stewardship obligations.
- Administers scholarship programs, donor-restricted funds, and award processes to maximize student access while honoring donor intent and ensuring responsible stewardship of institutional resources.
- Develops, cultivates, solicits, and stewards relationships with alumni, donors, businesses, foundations, and community leaders to expand philanthropic support and strengthen long-term engagement with the College.
- Coordinates donor recognition, stewardship activities, annual giving campaigns, special events, and planned giving initiatives to encourage continued investment in the College's mission.
- Oversees internal and external communications, marketing/public relations plans, and advancement messaging to enhance the College's visibility, reputation and community engagement.
- Develops and strengthens alumni engagement programs that foster relationships, volunteerism, advocacy, mentorship and philanthropic support.
- Provides leadership, supervision, and support to advancement staff, volunteers, Foundation committees, and other individuals engaged in fundraising and institutional advancement activities.

- Develops and maintains strategic partnerships with businesses, community organizations, government agencies, educational partners, and civic leaders to expand opportunities for collaboration, workforce development, and philanthropic investment.
- Represents the College at community, state, regional and national events, serving as an ambassador to strengthen relationships and promote the College's mission and priorities.
- Establishes measurable advancement goals and key performance indicators; evaluates fundraising performance, donor engagement, grant success, and community impact; and provides regular reports to the President, Foundation Board, and other stakeholders.
- Performs other duties as assigned in support of the College's mission and strategic priorities.

POSITION QUALIFICATIONS

Competency Statement(s)

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time.
- **Business Acumen** - Understands basic business practices.
- **Change Management** - Communicates changes effectively.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- **Initiative** - Seeks increased responsibilities; Takes independent action.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values
- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, products and services.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly. Ability to respond in the event of an emergency
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion - Provides an environment that is inclusive of all students and supports underrepresented students.
- Assessment - Assesses annual performance and works closely with the institutional research and enrollment management team.

EDUCATION: Bachelor’s degree from a regionally accredited institution in communications, marketing, business, nonprofit management, public administration, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated knowledge of strategic planning process, project management and grant development.
- Knowledge of communications/public relations and marketing best practices.
- Demonstrated skill in scheduling, prioritizing, delegating and completing activities to meet deadlines.
- Knowledge of social media, generally accepted Web standards and multimedia design standards.
- Knowledge of generally accepted accounting practices and investment principles.
- Demonstrated knowledge of philanthropic principles surrounding donor cultivation, planned giving, annual giving, etc.
- Ability and willingness to serve as a representative for the College by interacting appropriately with the community.
- Ability to intermittently work non-traditional schedules including evenings, weekends, etc.
- Demonstrated communication, diplomacy, presentation, customer service, client relationship building, management skills, problem solving and interpersonal skills.
- Proficient in Microsoft applications to facilitate efficient data management and reporting processes.
- Demonstrated knowledge of grant management systems, including those at the state and federal levels, to enhance grant-seeking strategies and streamline application processes.
- Ability to maintain a high level of confidentiality.

REVIEWED BY (SUPERVISOR SIGNATURE) _____ **DATE** _____

REVIEWED BY (EMPLOYEE SIGNATURE) _____ **DATE** _____

Miles Community College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.