

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 leadership and strategic direction for private resource development, public and private grant development, coordinate and develop internal and external communications, and marketing as it applies to resource development. This position also serves as chief liaison to the MCC Foundation and its officers.

ESSENTIAL DUTIES

- Leads private fundraising efforts, with direction from the College, to support student scholarships, programs and capital projects that contribute to student success.
- Assists the Foundation with setting strategic direction and guiding the activities of the board of directors and associates; assisting as needed with finances, investments, and the receipt and giving of private donations, and serving as a conduit with campus and the Foundation.
- Leads efforts in public and private grant development, actively identifying and pursuing funding opportunities to support the institutions strategic goals.
- Establish and maintain thorough record-keeping systems to track grant applications, approvals, and reporting requirements, ensuring compliance with all documentation standards and deadlines.
- Manage scholarship programs, including the invitation, allocation, and reallocation of funds as needed, to ensure equitable distribution and effective utilization of resources for student support.
- Oversees internal and external communications and marketing/public relations plans as it pertains to institutional advancement.
- Oversees the continued development and cultivation of alumni relations to strengthen advocacy and build friend/fundraising capacity.
- Supervises and leads potential volunteer members.
- Represents the College in a variety of community, state, regional and national settings.
- Performs other duties as assigned.

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 in 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.