

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2025**

ASSOCIATE VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

FLSA STATUS: EXEMPT – PAY GRADE: A-29

**JOB FAMILY: COMMUNITY RELATIONS/DEVELOPMENT
JOB FUNCTION: INSTITUTIONAL ADVANCEMENT**

GENERAL STATEMENT OF JOB

The Associate Vice President for Institutional Advancement supports the Vice President Institutional Advancement/Executive Director FSCJ Foundation in planning, organizing, and executing the college's major gifts program, comprehensive campaign, and external/community relations. This position serves as the team leader and supervisor for professional staff members dedicated to annual giving, alumni programs, donor engagement, and scholar/donor stewardship. This position manages a portfolio of major gift prospects, approximately 35 to 50, and provides direct reports with support and tools to be successful. This position serves as a chief giving officer and prepares and supports staff with gift development duties.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provides mentorship and leadership to staff; promotes professional development opportunities; identifies leadership potential among staff; develops and implements professional development to grow talent and ensure succession plan; and leverages college-delivered training with outside resources and opportunities for staff.

Leads, organizes, implements, and assists in planning and development of strategies and tactics for campaign-based fundraising.

Sets activity and solicitation goals and evaluates prospect development initiatives.

Tracks progress of direct reports and determines appropriate metrics for evaluation.

Provides leadership in identifying, cultivating, soliciting, and stewarding major donors, including individuals, foundations, and corporations.

Identifies, cultivates, develops, solicits, and manages a portfolio of new and lapsed major gift prospects.

Represents the college at public, Foundation, and Institutional Advancement functions and events, including social and professional gatherings.

Ensures adherence to policies and procedures established by FSCJ, FSCJ Foundation, and the Association of Fundraising Professionals Code of Ethics.

Assists with development and implementation of a website and social media marketing strategy.

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Performs duties supporting the creation and maintenance of financial resources for students in need.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the Vice President Institutional Advancement & Executive Director for the Foundation.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited college or university, and five (5) years of progressively responsible fundraising experience. Experience organizing, coordinating, managing fundraising operations, campaigns, alumni activities, stewardship, marketing efforts, working collaboratively with boards, peers at the executive team level, donors, the community at large, and managing budgets. Demonstrated major gift results at the five-, six-, and seven-figure levels.

PREFERRED QUALIFICATIONS

Master's degree from a regionally accredited college or university and three (3) years of upper management nonprofit leadership experience in higher education.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

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Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 2/12/25