

## POSITION ANNOUNCEMENT

<b>Currently JOB TITLE:</b>	<b>Vice President for Advancement and Alumni Affairs</b>
<b>TYPE OF VACANCY:</b>	<b>Senior Management</b>
<b>DEPARTMENT:</b>	<b>Office of the President</b>
<b>REPORTS TO:</b>	<b>President and CEO</b>
<p><b>INSTITUTIONAL PROFILE:</b> Established in 1974, as The College of The Bahamas, and Chartered in 2016 as University of The Bahamas (UB), is the national higher education institution of The Commonwealth of The Bahamas. With an enrolment of almost 5,000 students, UB offers master, bachelor and associate degrees, certificates and diplomas, academic upgrading, personal and professional development programmes at four locations: two in New Providence, one in Grand Bahama and a field research campus in San Salvador. The University is seeking to engage an experienced individual to perform duties as Vice President for Advancement and Alumni Affairs.</p> <p>The Vice President for Advancement and Alumni Affairs reports directly to the President, but also works closely with academic deans and senior administrators. The successful candidate will have significant and successful prior experience developing, implementing, and managing the overall integration of highly successful Advancement/Development and Alumni Affairs staff as well as managing an institutionally related foundation. This is an exciting time for a new Vice President as University of The Bahamas plans for its most ambitious campaign, to be executed over three phases (ten years), the Vice President has the opportunity to take the University to the next level, building the program while fine-tuning it. Working for an exceptionally committed and involved President, the new Vice President has a unique opportunity to create a forward-looking team at a well-established national institution.</p>	
<p><b>SUMMARY:</b> University of The Bahamas, a multi-campus, national system, is seeking nominations and applications for the position of Vice President for Advancement and Alumni Affairs. As chief development/advancement officer of University of The Bahamas system, the Vice President for Advancement and Alumni Affairs serves as the Chief Advancement Officer and is responsible for designing and implementing comprehensive institutional advancement programs and recruiting and developing talented team members focused toward the ultimate goal of significantly increasing constituent involvement and fund raising outcomes. The advancement function includes responsibility for annual fund, corporate and foundation relations, major gifts and gift planning, endowment, capital campaigns, and alumni and constituent relations efforts, stewardship, and other advancement services; namely, Office of University Relations.</p>	
<p><b>DUTIES &amp; RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"><li>➤ Advance the mission, vision, and short and long-term goals of the University in concert with the University President and Senior Administrative Colleagues;</li><li>➤ Work closely with the President in all phases of his advancement and campaign leadership activities;</li></ul>	

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- Serve as a member of the University Leadership Team and maintain close working relationships with members of the Board of Trustees and key alumni/parents/friends;
- Maintain a dynamic portfolio of high net worth individuals and secure major, capital, and planned gifts, as well as advanced annual gifts and endowment support;
- Participate in strategic discussions and develop programs to strengthen the financial resources of the University and all University Centres of Excellence;
- Create and execute fundraising plans that utilize best practices in annual, major, and planned gift programs to meet fundraising goals;
- Ensure dynamic processes in all phases of donor qualification, cultivation, solicitation, and stewardship;
- Prepare for the upcoming campaign through comprehensive and effective campaign planning and execution;
- Hire, train, inspire and guide direct reports and the entire advancement team toward accountable, goal-oriented outcomes;
- Develop annual plans and budgets for Alumni and Parent Relations, Annual Fund, Gift Planning, Comprehensive Campaigns, Major Gifts, Grants Development, Stewardship and Advancement Services;
- Engage University Faculties, colleges, schools, programs, and Centres of Excellence, and enhance the culture of philanthropy. Maintain cooperative working relationships with faculty, coaches, and campus departments whose cooperation is essential to effective outreach and fundraising;
- Serve as the staff liaison for Board Committee on Institutional Advancement, Board of Trustees;
- Provide leadership to constituent relations programs in the areas of alumni relations, parent relations, and other key constituent relations;
- Devise and implement effective internal and external messaging and methods of advancement communication;
- Serve as an exemplary University advocate in the community, with local leaders, religious organizations, business and corporate partnerships, and other leaders, and build relationships that closely link the community with the University;
- Be active and involved in the advancement profession and keep UB visible among higher education peer institutions;
- Embody values of caring, compassion, justice, integrity, competence, and affirmation.
- Treat members of the campus community with fairness, dignity, and respect - seeking a spirit of unity and harmony to achieve a common mission;

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- Travel is required: the Vice President must be willing to travel extensively in his or her work with donors and as a representative of the University;
- All other duties as assigned by the President.

**Knowledge, Skills, and Abilities:** The successful candidate will:

- Have to display a record of leadership and accomplishment in advancement with a proven record of accomplishment of fundraising success, especially with campaign planning/execution and in major gift solicitations;
- Have strong organizational, supervisory, and leadership capabilities;
- Document successful solicitation of numerous major and principal gifts and present a history of building advancement program and fundraising performance;
- Exemplary interpersonal skills are essential, as is the ability to affect favorably sophisticated volunteers and donors.

### **MINIMUM QUALIFICATIONS:**

- Minimum of ten years of managerial experience as a fund-raising and or advancement executive;
- Minimum of a Masters Degree.

**Interested applicants should send the following to the Human Resources Department electronically addressed as given below:**

- **A cover letter of interest highlighting work experience and accomplishments relevant to the position;**
- **A completed UB Employment Application Form - <http://www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf> ;**
- **Current Curriculum Vitae or Resume;**
- **Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;**
- **The names and contact information of three professional references.**

E-Mail Address: [hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs)

Attention: President and C.E.O.  
University of The Bahamas

<b>Terms:</b>	<b>Contractual</b>
<b>Date Published:</b>	<b>July 12, 2018</b>
<b>Application End Date:</b>	<b>July 25, 2018</b>
<b>Date to be Removed:</b>	<b>July 26, 2018</b>

*The above statements are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.*