

POSITION ANNOUNCEMENT

JOB TITLE	ASSOCIATE VICE PRESIDENT OF DEVELOPMENT AND GRANTS
TYPE OF VACANCY	CONTRACTUAL
REPORTS TO	VICE PRESIDENT, INSTITUTIONAL ADVANCEMENT
DEPARTMENT	OFFICE OF INSTITUTIONAL ADVANCEMENT
<p>SUMMARY: The Associate Vice President of Development and Grants is an essential member of the Division of Institutional Advancement. He/she is responsible for establishing, cultivating and sustaining relationships with individual, corporate and foundation prospects in an effort to secure funding and support for University of The Bahamas. The Associate Vice President will manage a portfolio of prospects and work in close partnership with university leadership, academic units and programmes to develop and implement strategies to secure funding in alignment with the university's strategic plan. The Associate Vice President participates as an active member of the Institutional Advancement team, serves on and leads the Major Gifts Team and Grants Team, and reports directly to the Vice President of Institutional Advancement and Alumni Affairs. The Associate Vice President will create and evaluate development or grant strategies, as needed. This position may supervise professional, contract, and student staff. The position will provide a great deal of leadership and flexibility to a senior advancement professional.</p>	
<p>SPECIFIC DUTIES & RESPONSIBILITIES: The duties and responsibilities of the Associate Vice President of Development and Grants include, but are not limited to the following:</p> <p>50% Engaging Individual, Corporate & Foundation Funders; Fundraising/Grant Proposal Submission and Management</p> <ul style="list-style-type: none"> ➤ Works collaboratively with the entire University Advancement Team; ➤ Maintains a portfolio of 75-150 individual, corporate, foundation and grant prospects and actively manages and solicits prospects for philanthropic support for University of The Bahamas programs, capital, endowment and unrestricted needs; ➤ Collaborates with campus partners (Regional Campus Heads, Academic Deans, Department Chairs, etc.) to identify funding opportunities in alignment with the University's strategic plan; ➤ Oversees both the Office of Development and an Office of Grants (Non-Research Corporate and Foundation Grant Activity) with the Executive Director of Corporate and Foundation Relations and grant activity with the Office of Sponsored Research and Programs (Applied Research and Grants) in the Office of the VP of Academic Affairs; ➤ In conjunction with the Vice President of Institutional Advancement and Alumni Affairs, the Associate Vice President develops an overall plan and strategy for solicitation within the Campaign to Rebuild UB-North and the broader comprehensive capital campaign for the UB System and its regional campuses that includes articulated needs, goal achievement plans with specific timelines, projected results, and outcomes; ➤ Builds and maintains an active portfolio of individual, corporate, foundation and grant prospects on behalf of the University and ensures that timely steps are taken towards the cultivation, solicitation, closure, and stewardship of these prospects; 	

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- Develops and executes a moves management plan and solicitation strategy for each prospect in support of the University's strategic plan and goals;
- Conducts personal prospect visits and leverages key university leadership when and where appropriate (Office of the President; Office of the Executive Vice President, Vice President of Academic Affairs; CFO; Deans and Department/Programme Chairs etc.);
- Works with University partners to author and process letters of inquiry, grant proposals, concept papers, acknowledgment letters, briefings, and reports for the foundation and corporate donors to meet annual revenue targets;
- Supports and coordinates grant writing efforts of University faculty and staff;
- Collaborates with University and International Foundations (U.S./Canadian/Bahamian) Foundation board members to strategize on prospects and grant submissions;
- Plays a central role in fulfilling reporting requirements for private grants received by the University;
- As necessary, supports the International Foundations (US and Canada) and other university officers with fundraising or grant management responsibilities;
- Supervises contract grant writer(s) and/or faculty or staff in the development of grant proposals.

35% Campaign Strategy and Prospect Solicitation (Moves Management) Coordination with Schools/Colleges/Regional Campus Partners

- In consultation with the VP of Advancement, collaborates with strategic campus partners (Athletics, Schools, Career Services, etc.) to develop and implement a comprehensive engagement, philanthropy or sponsorship strategy and develops corresponding collateral, as needed;
- Co-leads the University's Corporate Outreach Strategic Task Force (C.O.S.T) with the Executive Director of Corporate and Foundation Relations;
- Oversees key fundraising special events (E.g.: UB Gala Soiree, UB President's Golf Outing, etc.);
- In collaboration with internal partners (E.g.: Dean of Students, Athletics, etc.), leads the assessment, valuation and packaging of sponsorship assets;
- Drafts proposals and contracts, as needed, in support of university priorities;
- Executes post-contract grant activities and fulfillment in conjunction with campus partners.

15% Team Management and Donor Stewardship

- In coordination with the VP, directly manages the Office of Development and School/College assigned gift officers;
- Manages a high quality and personalized stewardship process for active prospects and donors;
- Ensures that reporting requirements are met to sustain successful partnerships and sustained and ongoing support from corporate and foundation or grant funders;

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- Working with the CFR and Development Teams, plans and executes special events to recognize donors.

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent computer and analytical skills;
- Highly confidential and organized;
- A thorough working knowledge of Microsoft Office Suite especially Excel;
- Excellent oral and written communication skills;
- Good Report Generation Skills;
- Ability to Multitask.

REQUIRED QUALIFICATIONS:

- Bachelor's degree;
- Minimum 10 years' experience in a higher education or foundation setting; experience securing grants and/or fundraising for a non-profit or foundation;
- Demonstrated skills at building collaborative relationships with internal and external constituents;
- Excellent communication skills;
- Excellent customer service skills;
- Ability to maintain confidentiality;
- Excellent organizational skills; and
- Commitment to the University of The Bahamas' core mission and work.

PREFERRED QUALIFICATIONS:

- Minimum 15 years of experience.
- Experience working in a leadership role in a university or college development programme or major foundation preferably higher education and/or non-profit foundation (university communications, development or advancement organization or local or international foundation);
- Experience working closely with a University Board of Trustees or Foundation Board of Directors specifically in fundraising and/or special events or programs
- Experience working with key stakeholders on building collaborative relationship internally (faculty or staff) or externally with non-profit or for-profit partners
- Evidence of successful creation, implementation and evaluation of projects or programmes or grant initiatives within a university or foundation setting;
- Experience supervising staff in an advancement or foundation setting;
- Experience closing on grants, gifts or sponsorships over \$100,000.00;
- Willingness to build programs from the ground up while leading a diverse team.

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Requested Information:

Interested applicants should send the following via information electronically to the email address below:

- A letter of interest (highlighting work experience and accomplishments relevant to the position);
- Current Curriculum Vitae/Resume;
- At least three (3) written professional references;
- Evidence of educational accomplishments.

Emailing Address:

Email: hrapply@ub.edu.bs

Attention: Vice President, Human Resources

Subject: Associate Vice President of Development and Grants

Terms	Contractual
Date Published	April 27, 2021
Application End Date	May 24, 2021
Date to be Removed	May 25, 2021

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Associate Vice President of Development and Grants.