**Guilford College**

**Greensboro, North Carolina**

 *https://www.guilford.edu/*

**Opportunity: Associate Vice President for Advancement Operations**

Do these descriptors match you?

* A **go-giver** with a servant’s heart
* An **ambitious solution-seeker** who knows how to ***both* initiate and implement**
* **Emotionally intelligent**, attuned to others
* **Socially conscious**, wanting to be part of a movement for change
* **A self-starter** who **enjoys collaboration** with colleagues and takes pride in their growth
* **A hard-worker** who is as independent as team-oriented
* **Motivated by goals** and energized by accomplishing the desired outcomes
* **A seasoned advancement operations professional** and a **proven leader**

If these qualities describe you, and you want to assume **a key leadership position** on Guilford’s Advancement team; if you want to learn everything you can and further a career of significance in the world of higher education, you may be the ideal candidate for Guilford’s Associate Vice President for Advancement Operations.

The search is underway for someone who seeks to build—and build on—Guilford’s progressive legacy, extending it well into the 21st Century. This **crucial and senior-level staff member** will play a major role in Guilford’s continued evolution as a jewel in the world of higher education.

**Nuts and Bolts of the Job**

The Associate Vice President for Advancement Operations reports to the Vice President for Advancement (VPA) and serves as a member of the Advancement leadership team. The Associate Vice President for Advancement Operations is responsible for leading administrative and financial operations, database use and management, data integrity, software use and management, development of procedures, protocols, and processes. This position requires a strong commitment to Guilford College, unquestioned integrity, a keen sense of confidentiality, exemplary written and oral communication skills, a professional demeanor and appearance, demonstrated skills in effectively managing challenging situations, attention to details, diplomacy, exceptional knowledge of the College’s policies and procedures, and excellent judgment.

The successful candidate will bring **authentic and passionate leadership** and direction to a team of five direct/indirect reports in the Office of Advancement. In tandem with the VPA, they will be **responsible for supervising all aspects of advancement operations**, including advancement services, data entry, data management, data integrity, database management, and protocols/procedures related to data (CEM, CRM, etc) for the Advancement division.

* The Associate Vice President for Advancement Operations provides strategic leadership in the division’s work to create and manage effective fundraising by administering the College’s fundraising database system Raiser’s Edge NXT (RE NXT), ensuring optimal use, maintenance and functionality an essential element to institutional credibility, potential income and donor relationships.
* In tandem with the Advancement Operations team, and in consultation with other colleagues as needed, develops and maintains standard operating procedures for RE NXT and iModules; recommends improvements and streamlined processes; implements and enforces procedures, policies and training that ensure the privacy and security of electronic and physical records maintained by the division.
* Develops business processes for anticipating and meeting customers' needs. S/he ensures that all team members have a solid understanding of fundraising programs, strategies and information systems, and are responsible for the integrity of the database and compliant with sound financial and advancement management policies (including IRS, CASE & FASB) and practices.
* Ensures that data and list requests and reporting needs for Advancement and campus partners are met with timely and accurate provision of information. Assures integrity in all areas of gift accounting and biographical donor/prospect information.
* Monitors the integrity of the information contained in the database and determines how to translate data into usable, actionable information for the formation and execution of fundraising strategies and measures of success.
* Responsible for overseeing three key "knowledge management" functions in the advancement of the organization's fundraising goals: business requirements development and documentation, business information management and analysis, and fundraising systems support.
* Uses effective communication skills to establish and communicate the business requirements, and facilitates a common understanding across the whole organization in order to optimize the systems used by Advancement.
* Works collaboratively with the Vice President for Advancement and the Advancement leadership team to continue with implementation of the Advancement Plan.
* Supervises staff, creates clear expectations, builds a culture of competence and confidence, provide guidance, lead and manage the team in Advancement Operations.
* In tandem with the Vice President for Advancement and other members of the Advancement senior management team, assists with the process to forecast, prepare, and implement divisional budget. Provide financial and fiscal support for department budgets, technology budgets and other needed fiscal analysis ensuring compliance with the College, state, and federal laws, policies and procedures. Ensure compliance with federal and state laws, Donor Bill of Rights, AFP, aasp and CASE and other industry guidelines.
* Manages administrative inquiries, audits, and requests related to data in Advancement. Ensures a seamless process for reconciliation of gifts with Finance and Administration division.
* Creates and implements a robust system for timely and accurate recording and reporting of all gifts (cash, in-kind, credit card, stocks, bequests, etc.) and pledges that allows for timely and efficient thank you letters, information sharing with Advancement colleagues, and other internal/external constituents.
* Manage Advancement benchmarks and prepare regular comparison and progress reports including managing the Voluntary Support of Education and Case management checklist reports and annual updates.
* Leads special projects at the request of the Vice President for Advancement, which may include campus research, analysis, and/or planning. Coordinate collaborative efforts campus-wide, disseminating information, coordinating efforts across the division and with constituents.
* Performs other related duties as assigned.

**Candidate Qualifications and Qualities**

**The successful candidate should have:**

* A bachelor’s degree from a four-year regionally accredited institution, or an equivalent combination of education and experience.
* At least five years of progressively responsible advancement operations experience, preferably in a higher education setting.
* Experience with budgets and team leadership.
* Experience with Blackbaud Raiser’s Edge, Banner, and iModules.
* Digital fluency with Microsoft software suite, Google suite, internet applications, etc.
* Experience and understanding of Federal state, institutional, and donor funds.
* Knowledge of shared governance, institutional administration and collegial interaction within a collegiate environment.
* A passion and talent for building and maintaining authentic relationships.
* An ability to keep matters confidential and to demonstrate honesty, loyalty and respect.
* A strong and demonstrable skill set in efficiently planning, organizing, coordinating and directing multiple projects and activities with various deadlines simultaneously.
* The mindset of a strategic and innovative thinker who is curious, creative and resourceful.
* The ability to lead and motivate others, while working in a consultative, diverse, inclusive and ever-changing environment.
* Knowledge of principles of institutional planning and budget processes.
* Demonstrated ability to plan, organize, coordinate and direct multiple projects and activities with varied deadlines.
* Ability to be a strategic and innovative thinker and effective in moving projects/assignments along.
* A self-starter with strong organizational abilities, integrity and confidence.
* Superior oral, written communication, and interpersonal skills.
* A team player with the ability to work in a cooperative/dynamic environment (e.g. with administrators, staff, faculty, and students) and external community (e.g. with business leaders, donors and volunteers) environment.
* Ability to motivate others without line authority.
* Ability to track and coordinate highly detailed projects in a well-organized and efficient manner.
* Works effectively in a highly consultative and diverse environment.

**Salary and Benefits**

Guilford College offers a competitive salary and robust benefits package. The successful candidate will be vested in the College’s retirement plan after one year of service, with the college making a 6% match to employee’s 1% in the first year, and after four years, an 11% match to their 1%.

**Application Process and Instructions**

Nominations for -- and expressions of interest in -- the Associate Vice President for Advancement Operations at Guilford College will be accepted until an appointment is made. Candidate review process **will begin December 2, 2019.**

To apply, please complete an application form and upload the following documents on the Guilford College Human Resources Website in Word or PDF format:

* Cover letter in which you address the leadership priorities and attributes called for in the job description;
* Resume describing current and past positions and relevant experience;
* Contact information, including phone number and email address and nature of relationship for five professional references, at least one of which must be a past/current supervisor and at least one must be a past/current team member.
* Salary history for all professional jobs.
* Salary requirements.

The successful candidate must complete Guilford College’s employment application form and agree to background checks before securing position.

**Inquiries can be directed to:**

Mitzi Bond, Executive Assistant to the Vice President for Advancement via email: bondmd@guilford.edu

**Notice of Non-discrimination**

Guilford College does not discriminate on the basis of sex/gender, age, race, color, creed, religion, national origin, sexual orientation, gender identity, disability, genetic information, military status, veteran status, or any other protected category under applicable local, state or federal law, ordinance or regulation. The prohibition on discrimination applies to any and all educational program or activities that Guilford College operates, including but not limited to admissions policies; educational programs; scholarships, loans, and other financial aid; and athletic and other school-administered programs, services, and activities. The prohibition on discrimination also applies to applicants or employees with respect to employment. Guilford College complies with Title IX which prohibits sexual discrimination and sexual harassment, including acts of sexual violence. Inquiries regarding this policy or Title IX generally may be referred to the Title IX Coordinator, Barbara J. Lawrence, Vice President, Office of Diversity, Equity and Inclusion, King Hall, 108J - 336.316.2432 - blawrenc@guilford.edu