



UNIVERSITY of the SOUTHERN CARIBBEAN
Royal Road, Maracas, St. Joseph

CAREER OPPORTUNITY

Applications are invited from suitably qualified individuals *for* the following position:

VICE PRESIDENT ADMINISTRATION
ALUMNI & ADVANCEMENT

JOB SUMMARY

The **Vice President Administration Alumni & Advancement** is the key leader in the development and implementation of strategies for effective fundraising and other advancement activities to promote stability and growth of the University. Additionally, the VPAAA is responsible for designing, developing and managing the technological infrastructure of the University in collaboration with the Director of Information Technology. He/she is an active member of the President's Council and the Administrative Council and leads and directs all fundraising and alumni relations programs; as well as the Board's Advancement Committee. The Vice President creates a vision and understanding for data, research and advancement services. The Vice President encourages and fosters team activities of the division and maintains the strategic pillars of the University. A high level of confidentiality is required for this position. The Vice President reports to the President.

SCOPE OF ROLE

Planning, organizing, leading and coordinating administrative, advancement and alumni activities in furtherance and support of the university's mission and strategic objectives.

COMMON RESPONSIBILITIES AND FUNCTIONS

- Assists the President so that the Office of the Vice President, Administration, Alumni and Advancement is an extension of the President's Office.
- Provides advice on all matters to the President and assists the President in the formulation of overall organizational objectives and makes recommendations to the President regarding plans, policies, and procedures in his or her area of delegated responsibility.

- Obtains from the Board through the President, in writing, specific designation of areas of responsibility, broad and specific delegation of authority for these responsibilities, and to ensure that these responsibilities are exercised in conformity with the stated policies and procedures of the University administration.
- Respects the authority and areas of responsibility assigned to others by the President and works with them as equals as they cooperate in performing related functions.
- Equips the division and collaborates with the Department of Human Resources in staffing the division to accomplish the assigned responsibilities, subject to conference with the President and approval of the Board, and in cooperation with others, to develop appropriate position descriptions for those under his or her supervision.
- Manages the performance management process of the division, ensuring that the established processes, rules and guidelines are achieved as outlined by Human Resources.
- Serves as a major advisor for the University on advancement projects and alumni relations.
- Prepares, as requested by the President, the regular reports and special reports for the division.
- Supervises the general office of the division to achieve efficiency.
- Schedules meetings with direct reports weekly and monthly to keep staff abreast of plans, changes, and decisions of the University and Division.
- Develops and is responsible for a sound administration capable of performing in an effective and satisfactory manner, those responsibilities of the span of control which have been assigned to him or her by the President.

DUTIES AND RESPONSIBILITIES

- Administers the general policies pertinent to the areas for which he/she is responsible and directs their development in harmony with the objectives of the University.
- Supports Board members and other leading volunteers in advancement activities, managing engagement of prospects for major university priorities.
- Works collaboratively with the President and Vice President Financial Administration to determine the financial status of the University and develop specific targets for enhancing donor base and fundraising income.
- Supports the President in his advancement activities, managing engagement of prospects for major university priorities, including developing philanthropic relationships with the highest level donors, influencers, and potential supporters; and conferring on research and strategies.
- Leads the overall fundraising strategy, including annual fundraising activities, planned gifts activities, and capital campaigns as set forth by the university's strategic plan.
- Counsels and advises the University administration on ways and means of shaping the institution's alumni related policies and operations to gain maximum public acceptance.
- Develops and implements policies and procedures related to gift and pledge acceptance and processing, receipting, restricted gifts, pledges and non-cash gifts, and retaining all gift and pledge related documentation with information as to their source and purpose; and ensuring that due acknowledgement is made to donors.
- Engages with, and manages a portfolio of prospects, including personal cultivation, solicitation, closing of gifts, and stewardship, ensuring contributions reach their intended beneficiaries, and the ongoing and long-term use of charitable gifts and endowments in accordance with donor-designated terms and purposes.
- Develops and implements a program of alumni relations, including creation of an active two-way communication system with alumni in order to facilitate and build long-term alumni involvement and support.
- Oversees programs of alumni relations and seeks to engage alumni and others effectively in the life of the University.
- Ensures the effective and efficient planning and execution of advancement and alumni activities, both on and off campus.

- Cooperates with the Alumni President by promoting alumni meetings and giving assistance needed at homecoming and all other alumni activities to foster the maximum interests of the alumni affairs.
- Assesses and builds the infrastructure, staff, budget, and systems of the division, to ensure it can support a larger more complex effort.
- Manages all alumni funds donated for specific projects to ensure that the donors' wishes are honoured in a timely manner.
- Develops and administers an annual and endowed scholarship program to provide tuition assistance for students.
- Manages and invests all endowed funds in accordance with the investment policies approved by the University.
- Establishes policies with regard to effective and appropriate management of the university's advancement and alumni databases.
- Provides professional development and training and performance assessment of staff; and creates a positive work culture and climate through collaboration, open communication and respect, effectively working with staff.
- Responsible for information systems budget oversight and cost control.
- Develops strategic planning and budget preparations related to institutional information systems and technology.
- Monitors all functions of the IT Department and ensures compliance to work standards.
- Ensures all technology practices comply with industry standards and legal regulations.
- Performs other assigned duties commensurate with the position.

COMMITTEES

Serves as a member of the following committees:

- President's Council/Cabinet
- University Board of Directors
- Administrative Council
- Other committees by appointment of the President or invitation

Chairs the following committee:

- Board Advancement Committee
- Alumni Committee
- Information Technology Committee

QUALIFICATION AND EXPERIENCE

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- Preferably be the holder of a Ph.D. from an accredited institution OR a minimum of a Master's degree.
- A minimum of five years of experience and success in advancement, preferably with experience in development and alumni relations.
- Successful experience as an executive, organizing and managing a complex operation, preferably with experience planning, implementing, and managing a large, comprehensive campaign.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent knowledge of the SDA system of operations with emphasis on education.
- The ability to think and act strategically on at least three levels – institutionally as a member of the President’s Council, divisionally as leader of a complex advancement organization, and individually as a major and principal gift fund raiser.
- The ability to work collaboratively, engage and inspire others, and develop a rapport with many diverse people and groups, including faculty, staff, students and alumni.
- The ability to develop a network of relationships with key constituents.
- Strong analytical skills, an understanding of best practices, and the ability to motivate teams to work in new and innovative ways toward ambitious goals.
- Excellent communication skills.
- Ability to capitalize on diversity in goal achievement.

OTHER REQUIREMENTS

- Critical thinking
- Attention to details
- Highly organized
- Excellent internal and external customer service skills
- Confidentiality, integrity, dependability, and conscientiousness
- Appropriate and professional appearance and demeanour required
- Commitment to high moral, spiritual, and ethical values of the Seventh-day Adventist Institution.

Applications should include a Cover Letter, a detailed Curriculum Vitae, two (2) written recommendations, including one from current employer, photocopies of relevant academic qualifications and contact number/s should be forwarded to:

**THE DEPARTMENT OF HUMAN RESOURCES
UNIVERSITY of the SOUTHERN CARIBBEAN
P. O. BOX 175
PORT OF SPAIN
TRINIDAD**

Or email us at: hr-recruitment@usc.edu.tt

The position is open until filled. For full consideration, please apply by September 16, 2022.

The University wishes to thank all applicants for their interest; however, only short-listed applicants will be contacted.