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**JOB POSTING
OFFICE OF HUMAN RESOURCES
May 11, 2017**

POSITION: Vice President of Institutional Advancement & Special Projects

DEPARTMENT: Institutional Advancement

DIVISION: Institutional Advancement

HOURS: Full-Time, Exempt, Mon- Fri, 8:30- 4:30

GENERAL DESCRIPTION: The Vice President of Institutional Advancement and Special Projects is a senior-level administrative position at New York Chiropractic College. This position reports to the president and is charged with the design, implementation, and evaluation of programs focusing on support of the institution through the fostering of healthy alumni relationships, supervision of all fundraising activities, oversight of the Center for Career Development and Professional Success, and providing support to the president in such matters as he/she may periodically direct.

SPECIFIC RESPONSIBILITIES:

1. Serves as the senior advisor to the president in matters related to institutional advancement, alumni relations, and corporate sponsorships.
2. Manages the College's fundraising efforts to include collaborative efforts with other institutional divisions to maximize outcomes.
3. Handle miscellaneous donations to the college and assist in creating and managing donations associated with scholarships.
4. Designs and implements a strategic alumni relations plan that is reflective of the institutional mission and focuses on enhancing alumni relationships that foster support of NYCC.
5. Manages division staff, to include recruitment, hiring, professional development, and periodic evaluation.
6. Develops and implements budgets and resources allocated for fundraising efforts, stakeholder relations and other advancement initiatives.
7. May periodically serve as the College's spokesperson and liaison in dealing with external agencies and the media.
8. Serves as a liaison for the president to a variety of internal and external constituencies including regulatory agencies, state and national legislative bodies, and professional organizations as so directed by the president.
9. Conducts research, assist in preparing speeches, presentation and talking points for the president targeted for various constituent groups.
10. Research and assemble appropriate background information to assist the president in decision-making.
11. Participates in strategic planning and institutional effectiveness activities.

12. Directs key projects under supervision of the president to ensure initiatives are completed in a timely and professional manner coordinating activities with several major administrative units of the College.
13. Manages special projects and other duties as assigned.

METHODS OF ACCOUNTABILITY:

1. Written and oral reports as requested by President.
2. Submission of annual Divisional Action and Assessment Plan (DAAP) and regular DAAP Self-Reports to the President and Institutional Effectiveness committee.
3. Review of quality improvement outcome measures as reported by Institutional Effectiveness.
4. Direct and indirect stakeholder satisfaction

QUALIFICATIONS: A master's level degree and fundraising experience with a record of incremental management responsibility are preferred. A demonstrated ability to operate with a high level of diplomacy, tact, and confidentiality is required. Computer literacy and competence are desired as well as an ability to work with and motivate others. Evidence of being process driven and outcome oriented. The Vice President shall employ excellent interpersonal, communication and writing skills in a manner that encourages the successful completion of multiple projects under tight deadlines. The role requires the utmost discretion and confidentiality. Additionally, a commitment to tasks beyond normally scheduled work hours, including travel is necessary.

If you are interested in applying for this position; please submit a cover letter, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: sbowman@nycc.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

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