

# Sam Houston State University Human Resources

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## Staff Classification Description – Vice President of University Advancement

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**Skill Category:** Executive/Administrative

**Position (Employee) Class:** 1M120 (E1)

**Grade:** NC

**Date:** 08/2023

**Department:** Division of University Advancement

**Educational & Experience Requirement:** Bachelor's degree in appropriate field. Master's preferred. Proven and substantive administrative experience with record of proven fundraising and other accomplishments as an administrator at a senior educational institution or equivalent. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Serves as the Chief Advancement Officer for the University. Provides leadership and expertise, and enhances the development and operation of the Division of University Advancement to include advancement, annual fund, major gifts, planned giving, advancement services, University Foundation, alumni relations, and the Sam Houston Memorial Museum.

**Supervision Given & Received:** Reports to the University President and oversees University Advancement administrative officials such as Associate and Assistant Vice Presidents and Directors.

**Primary Responsibilities:** Makes commitments and decisions of a final nature limited only by law, University-wide regulations, and policies, including authority to formulate and revise policies dealing with varied and complex problems subject only to review by the President. Responsible for establishing goals, strategic planning, coordination, budgeting, directing division resources, and outcomes of the work of University Advancement. Builds and strengthens relationships with external and internal constituents through outreach, stewardship, communications, media relations, social media, marketing, alumni relations, special events and other programs. Designs and implements comprehensive institutional capital and other fundraising development programs to advance the mission, vision, and short- and long-term goals of the University in accordance with the University President and leadership. Directs the overall operational strategies and efforts to create and execute fundraising plans using best practices in annual, major, and planned gift programs to meet fundraising goals. In addition to oversight of fundraising activities, identifies, develops, and maintains relationships with a pool of top tier prospects the Vice President cultivates and solicits for major gifts. Responsible for the division achieving goal-oriented outcomes. Works closely with the President in advancement and campaign leadership activities. Represents the University in various communities linking external stakeholders to the University. Maintains ongoing support, communications, and the commitment of leaders from all sectors of the community. Further, ensures the building and growth of a network model and volunteer structure that supports Alumni engagement to promote the University. Creates strategies aimed at increasing lifelong engagement between Alumni and the University. Identifies opportunities to infuse pride in the University brand to create a visible Alumni network. Performs other related duties as assigned by the President.

**Other Specifications:** Provides leadership within the division; works effectively with administration, faculty, staff, alumni, and other outside contacts, and is committed to University initiatives. Duties require high-caliber coordination of programs to assure accomplishments of the complete goal or mission. Must possess the ability to communicate, obtain support, and work collaboratively with internal and external contacts, including top government officials and/or business executives, in advocating for advancement of the University. Requires comprehensive knowledge of University structure, policies, rules, and procedures for a major division of the University. Travel is required. This position may be designated as a Campus Security Authority (CSA).

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. All positions at Sam Houston State University are considered security sensitive requiring background checks in accordance with education code 51.215, and drug testing as required by D.O.T. for safety sensitive positions. The pay grade range is inclusive of social security benefit replacement pay.**