

WILBERFORCE UNIVERSITY
Wilberforce, Ohio 45384



Job Posting

Posting Date: October 1, 2009

Closing Date: Until Filled

Vice President for Development

POSITION DESCRIPTION: Wilberforce University seeks an experienced Higher Education Development Professional to lead the University's development work with a laser focus on achieving a measurable robust, sustainable, effective and efficient fund development and fund development operation. Reporting to the President and in collaboration with appropriate constituencies, the Vice President for Development will define and shape the University's strategic plan for Development and guide its' successful implementation. Candidates must have demonstrated success in building relationships and coalitions that will solidify and broaden the university's base of advocates and supporters and spheres of influence.

The Vice President has full responsibility to develop and implement strategies, tactics and protocols governing all University gift and fund raising approaches and appeals to all donor constituencies including alumni, the AME Church, faith communities, individuals, corporations, foundations, civic and independent philanthropic organizations, friends, and potential supporters. He or she will lead the University in cultivating and sustaining strong, lasting relationships with all current and potential donor constituencies.

The Vice President will build and lead the University's development team in establishing and achieving goals and performance standards with respect to identifying, cultivating, attracting and retaining new and previous donors to the University's restricted and unrestricted endowments, student scholarships, academic, programmatic and capital improvement initiatives, annual giving, planned giving and capital campaigns; and conducting research to identify and cultivate prospective donors and retain current and past donors and maintain information and relationship files for each. The Development Department includes Alumni Affairs, Cooperative Education and external relations. The Vice President for Development is a member of, and works closely with, the University's Senior Leadership Team.

QUALIFICATIONS: Bachelor's Degree; Masters in related field a plus. Five years of high level, successful managerial experience in a Higher Education development operation; Demonstrated fund raising accomplishments; Effective team leadership and management skills and capacity; Strong interpersonal and written and oral communication skills; Successful interactions and relationship building experience working with multiple constituencies for developmental purposes.

APPLICATION: Application review will begin October 1, 2009 and will continue until the position is filled. Apply online at <http://www.wilberforce.edu/jobs> and include a cover letter summarizing your accomplishments, resume, and three references.

THE UNIVERSITY: Founded in 1856, Wilberforce University is America's first private University established to educate men and women of African descent; and is closely affiliated with the African Methodist Episcopal Church. Today, Wilberforce is a well respected private, residential, co-educational, liberal arts university with a clear mission, core values and vision for the future.

Wilberforce awards the Bachelor of Arts and Bachelor of Science degrees in the areas of business, engineering and computing science, humanities, natural sciences, and social sciences; as well as the Master of Rehabilitation Counseling degree. The University is located in Wilberforce, Ohio, a community readily accessible to the Dayton, Cincinnati and Columbus metropolitan centers' social, professional and cultural amenities and airports.

Wilberforce University is an Equal Opportunity Employer

