Western Connecticut State University
Institutional Advancement
Vice President

Western Connecticut State University is pleased to announce applications are being accepted for the position of Vice President of Institutional Advancement.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Western Connecticut State University is located in Danbury, Connecticut, a city in Fairfield County approximately 50 miles north of New York City. The University is located on two campuses and serves over 4,000 undergraduate and over 600 graduate students. WCSU is one of four state universities, 12 community colleges and Charter Oak State College that comprise the Connecticut State Colleges and University system https://www.ct.edu/. Additional information on the University may be found at: www.wcsu.edu. Information on WCSU’s Institutional Advancement division may be found at: www.wcsu.edu/giving/institutional-advancement/

The Vice President for Institutional Advancement serves as a member of the University’s Executive Team charged with providing leadership, vision, oversight, planning and management of all aspects of development and creation of strategic partnerships to advance the University’s mission, including community, corporate, and alumni relations. The Vice President oversees and directs the operations of assigned units such as the University’s Foundation, Alumni Affairs, Institutional Advancement as well as community and corporate partnerships, and is primarily responsible for fundraising and the diversification of revenue sources for the University's long-term growth and success. This position develops and manages annual budgets and staffing levels with responsibility for staff planning, hiring, and evaluation. The Vice President reports to the University President and will supervise multiple units of professional and para-professional staff.

Essential Responsibilities:

- Establishes, plans and manages all aspects of the University’s Institutional Advancement strategic goals and objectives as well as the creation of strategic partnerships including community, corporate and alumni relations.
- Directs, manages and provides executive leadership, vision and oversight of the University’s multi-function, complex organizational development, fundraising, relationship building and strategic partnership development activities.
- Develops long-term strategic plans with measurable objectives and implementation timeframes that will better align current goals and strengthen the focus and productivity of current resources, diversifying and identifying potential new revenue sources.
- Strategically develops and implements fundraising initiatives including the identification of new donors as well as the solicitation of private, community and corporate gifts in collaboration with the University's Foundation.
Position Announcement

- Directs the University’s Alumni Affairs by fostering and strengthening relationships and maximizing alumni giving campaigns.
- Represents the University by conducting community and corporate outreach, establishing entrepreneurial, academic and corporate partnerships.
- Oversees compliance and ensures regulatory, Board of Regents and University standards and requirements are met including audits, record keeping, accounting and internal controls.
- Develops and manages annual budgets and staffing levels with responsibility for staff planning, hiring and evaluation.

Incumbents are expected to work in an office setting as well as conduct University business both on and off campus during both normal and evening hours including weekends. The work involves extensive use of personal computers, but does not, normally, involve any significant physical effort. Reasonable accommodation will be made for incumbents and candidates with physical limitations. Must be able to drive and be willing to travel.

Qualifications:
- Minimum of 10 years of fundraising, alumni affairs and institutional advancement success, as well as 10 years of professional managerial experience is required. Higher education experience is preferred.
- Master’s degree in business, public administration or a related area is required.
- Must possess a personal proven track record of successful, large scale leadership and major gifts fundraising and have held progressive leadership positions while building productive internal and external strategic partnerships and private foundation operations.
- Demonstrated personal experience in the planning, management, leadership, and successful completion of a multi-million-dollar capital campaign is strongly preferred. Familiarity with the charitable giving environment in Connecticut is desired.
- Professional managerial experience includes the demonstrated ability to manage a multi-function organization in fundraising, relationship building, and partnership development; to manage funds, property and other assets with integrity and accountability; to manage and embrace change in a dynamic environment as well as to be a collaborative team member, effectively managing managerial, professional and support staff and applying sound principles of human resources management.
- Demonstrated experience in leading, building and managing a volunteer Foundation Board of Directors is preferred.
- Must possess considerable knowledge of:
  - development, fundraising, and strategic partnerships, as well as community, corporate and alumni relations principles and best practices;
  - financial, property and other asset procurement and management;
  - ability to interpret relevant state and federal laws, statutes, and regulations;
  - policies and procedures of the Connecticut State Colleges and Universities (CSCU);
  - management principles and techniques;
  - commitment to shared governance and collective bargaining;
  - diversity and inclusion principles and practices.
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• Must possess exceptional organizational and interpersonal skills, including both oral and written communication skills as well as the ability to work productively in Microsoft Office Suite, including Word, Excel, Outlook and Teams.

Salary & Benefits: Salary range is $162,893 - $244,339 and is commensurate upon candidate’s experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. Must be eligible to work in the U.S. as sponsorship for a work visa will not be provided for this position.

Application Process: Prospective candidates must submit a cover letter describing their interest and qualifications for the position, the names and contact information for three (3) professional references and a resume. Email your application materials (PDF or Word format) to Ms. Peggy Boyle, University HR Administrator – Recruitment & Labor Relations. In subject line of email reference: Your Last Name – Vice President for Institutional Advancement. Application materials must be emailed to: hrpositions@wcsu.edu and must be received no later than Friday, November 26, 2021. Late applications will not be accepted.

Prior to extending an offer of employment, the finalists for state employment must prove that they (1) are fully vaccinated against COVID-19; (2) have received the first dose and has either received a second dose or has an appointment for the second dose in a two-dose series vaccination, such as Pfizer or Moderna vaccines, or has received a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine; or (3) have applied for an exemption from this requirement because a physician, physician's assistant, or advanced practice registered nurse has determined that the administration of COVID-19 vaccine is likely to be detrimental to their health, or the finalist objects to vaccination on the basis of a sincerely held religious or spiritual belief. Each application for an exemption will be considered on an individualized, case-by-case basis, and any applicant for an exemption must provide appropriate supporting documentation if requested. Executive Order

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. http://wcsu.edu/diversity/affirmative-action-data-questionnaire/. Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

Western is an Affirmative Action Equal Opportunity Educator/Employer