



## CLARK ATLANTA UNIVERSITY Job Description

<b>Position Title:</b>	<b>Associate Vice President for Development</b>
<b>Department:</b>	<b>Institutional Advancement</b>
<b>Reports To:</b>	<b>Vice President for Institutional Advancement &amp; Chief Advancement Officer</b>



*The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions.*

- Assists with the successful completion of The Campaign for CAU through personal solicitations as well as through leadership of the front-line development team.
- Collaborates with colleagues within Advancement to ensure fundraising, alumni relations, marketing, and operations are coordinating strategically and seamlessly.

***Knowledge, Skills and Abilities:***

- Demonstrated success with cultivating, soliciting, and closing six-figure and seven-figure gifts from alumni, parents, friends, corporations, and foundations.
- Expertise in campaign fundraising planning and implementation.
- Excellent writing, editing, and story development abilities
- Proficiency in a wide range of digital platforms including websites, social media platforms (Instagram, Twitter, YouTube, Facebook, LinkedIn, etc.) and design software; willingness to adopt new technologies
- Up to date on industry trends and able to stay ahead of the curve
- Excellent organizational and project management skills and ability to meet deadlines
- Able to think analytically and strategically
- Capable of working well as part of a team as well as independently
- Outstanding relational skills
- Great multitasker and capable of simultaneously managing multiple projects with different deadlines

***Minimum Hiring Standards:***

<b>Education</b>	A bachelor degree required; an advanced degree and or CFRE desired
<b>Years of Experience</b>	At least 8-10 years of progressive experience in development with an emphasis on major and or principal gifts within higher