



## Position Announcement ADMIN002

### Vice President for Institutional Advancement and Executive Director for the Foundation

St. Cloud Technical College is located in St. Cloud, Minnesota, serving a five county area of central Minnesota. The St. Cloud metropolitan area is one of the fastest growing communities in Minnesota with a population of over 110,000. St. Cloud is located on the Mississippi River and serves as a hub for business and industry. St. Cloud Technical College is within an hour drive of the twin cities of Minneapolis and St. Paul.

Enrollment at the college has nearly doubled in the last decade, making it one of the fastest growing colleges in the state. Current annual headcount is 11,713.

St. Cloud Technical College offers career majors in the areas of Construction, Manufacturing and Transportation Technologies as well as Business, Marketing, Communications Technologies, Computer Science and Information Systems, and Health and Human Services. The college grants certificates, diplomas and AAS transfer degrees. Placement rates are consistently near 100 percent with 97 percent of graduates staying in the state of Minnesota.

**Responsibilities:** The Vice President of Institutional Advancement and Executive Director for the Foundation is a key administrator who furthers the goals and mission of the college through the creation, establishment, planning, and implementation of a comprehensive advancement program for the college that connects the goals of the college and needs of academic programs to the goals of the St. Cloud Technical College Foundation. The scope of this position includes participating in college-wide strategic planning and connecting the college to the philanthropic community, business partners, grantors, government officials, and higher education agencies. As the Executive Director for the St. Cloud Technical College Foundation, the incumbent oversees asset management, communications and marketing, policy development, strategic planning, Board development, and financial development.

#### **Minimum Qualifications:**

- Bachelor's Degree in related field; Master's Degree preferred.
- Minimum of 5 years of leading financial development and fund-raising programs, preferably in a higher education or non-profit setting. Experience should include a leadership role in at least three of the following areas: grant writing, strategic planning, fund raising, marketing/PR, or major gifts campaigning.

#### **Preferred Qualifications:**

- Ability to articulate programmatic and fundraising goals and relate those goals to college strategic goals and academic programming needs.
- Knowledge of higher education issues and the ability to relate those issues to governmental, corporate, and philanthropic communities in Minnesota.
- Knowledge of financial statements and the ability to articulate financial information to constituents.
- Knowledge of and skill in identifying, researching, cultivating and soliciting major gifts and planned gifts, and conducting fundraising campaigns.
- Extensive knowledge of the interrelationships of the local economy, government, college, and community.
- A high level of customer-based development relations skills, entrepreneurial spirit, strong speaking and writing skills, superior organizational skills, and administrative skills.
- Knowledge of and skill in communications (including mass media) principles and techniques.
- Knowledge of and progressively responsible success in fund development, financial recordkeeping, marketing, and grant-writing.
- Ability to direct research and prepare reports on donor potential, alumni data, Board recruitment and retention, marketing opportunities, external communications and fiscal matters.
- Ability to develop program standards and policies and to analyze program content and outcomes for college revenue and cost center management.
- Ability to identify funding opportunities and successfully secure donations and other support.
- Ability to prepare budgets, provide for donor stewardship and gift management, and provide board policy.

**Application Process:**

Submit a cover letter addressing qualifications, resume, academic transcripts, four references, and a completed St. Cloud Technical College job application found at [www.sctc.edu](http://www.sctc.edu). Click on employment opportunities, then job openings. Submit application materials to Human Resources, St. Cloud Technical College, 1540 Northway Drive, St. Cloud, MN 56303. For more information, contact Annie Salner at 320-308-5993 (phone), 320-308-6004 (fax), or [asalner@sctc.edu](mailto:asalner@sctc.edu).

Position will remain open until filled.

St. Cloud Technical College is an affirmative action/equal opportunity educator and employer. To obtain these materials in an alternative format and/or to request a reasonable accommodation, please contact Human Resources at 320-308-5993.