

# **PERALTA COMMUNITY COLLEGE DISTRICT**

## **ACADEMIC MANAGEMENT JOB DESCRIPTION**

### **Executive Vice Chancellor of Strategic Planning and Advancement (Executive Salary Range)**

Under the direction of the Chancellor, the Executive Vice Chancellor of Strategic Planning and Advancement serves as a key member of the executive team and will provide ambitious vision and strategic direction; foster innovation; develop partnerships and research initiatives; promote access, diversity, and excellence; build community and collaboration

#### **RESPONSIBILITIES**

- Responsible for District's advancement activities. Direct a program of fund development for the District, which achieves goals for external resource development, charitable contributions, planned giving, donor cultivation, alumni and donor records, campaign management, and resource allocation.
- Partner closely with the Chancellor and the executive team to provide vision and strategic direction regarding the academic enterprise and future opportunities for the Peralta Community College District.
- Provide strategic guidance and leadership for all major programs and activities designed to enhance the advancement and development of the District. Areas of programmatic responsibility include non-profit grant development, alumni affairs, endowment management, donor cultivation and stewardship (special events and correspondence), annual fund, major gifts, capital campaign, and planned giving.
- Lead with a spirit of creativity and passion to foster innovation to build upon District's existing strengths and to guide further development of its academic mission and goals.
- Promote an environment of innovation and entrepreneurship to foster and expand partnerships and research initiatives to enhance Peralta CCD's reputation and connection to community.
- Develop partnerships at the local, regional and state level related to assigned programs in college advancement; interact with various business and governmental stakeholders and private individuals and foundations; align campus and community resources and expertise to facilitate these partnerships. Work closely with other entrepreneurial functions on the college campus to enhance these partnerships.
- Embrace and promote the District culture of diversity in an environment of inclusivity and program excellence.
- Provide leadership that values building communities and fostering creative collaborations that bring people together, share information broadly and facilitate communication among others.

- Collaborates with the Peralta Foundation to support broad based fundraising initiatives and to establish fund raising and alumni development goals and objectives, including; identifying and cultivating prospective donors (individuals, corporations, and foundations) and providing leadership for communicating needs of the District to donors and prospective donors.
- Actively work with senior leadership to develop and implement a comprehensive District-wide development strategy with long term effectiveness.
- Develop and implement a stewardship program aimed at cultivating deeper ties with community member and local businesses.
- Monitor and report regularly on the progress of the development program.
- Identify, develop, and mentor the development team.
- Lead the District's efforts toward meeting the Higher Learning Commission's criteria for accreditation.
- Provide leadership in District planning, particularly in academic matters.
- Provide overall leadership in the District's enrollment management program and promote it as an active District-wide process that establishes, implements, and evaluates an overall plan for attracting and educating students from pre-enrollment through the attainment of their educational goals.
- Forge partnerships with other educational institutions, community organizations, and private/public entities.
- Coordinate the development and administration of the budget for assigned functions.
- Other duties as assigned.

### **Knowledge of**

- A broad range of disciplines and interdisciplinary programs.
- Fiscal management within higher education including establishing budgets and resource allocation.
- Capital campaign fundraising including leadership gifts, major gifts, and general solicitations.
- Prospect research and grant proposal development.
- Special event cultivation and donor recognition strategies.

Ability to

- Be an academic leader, a skilled and effective decision-maker, and a person of integrity, sound judgment, and proven leadership ability.
- Demonstrate the ability to manage a complex academic organization and to work effectively with colleagues through the College.
- Possess the ability to evaluate academic programs, assess learning outcomes, and lead the accreditation process.
- Demonstrate commitment to the use of technology and information systems to support teaching and learning.
- Possess strong interpersonal and communication skills.
- Possess skills in evaluating employee capabilities.
- Manage multiple projects and work well under deadlines.
- Communicate effectively, both orally and written.
- Manage campaign details and strategies.
- Manage campaign revenue and expense budget.
- Build and lead a collaborative team environment with staff and board members.

## **MINIMUM QUALIFICATIONS**

1. Possession of a master's degree from an accredited college or university.
2. One (1) year of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment.
3. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

## **ENVIRONMENTAL DEMANDS**

Occasional work performed alone. Constant work around and with other people.

## **PHYSICAL ABILITIES**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.

- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.