COMMUNITY COLLEGE OF PHILADELPHIA

VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT &
EXECUTIVE DIRECTOR OF THE COLLEGE FOUNDATION

www.ccp.edu

The Organization:

Community College of Philadelphia is an open admission, associate's degree-granting institution, which provides access to higher education for all who may benefit. As the only community college and the largest public institution of higher education in Philadelphia with a staff of approximately 1,500 full and part-time faculty, staff, and administrators, the College offers more than 70 degree and certificate programs in healthcare, science, business technology and the liberal arts. Since 1964, the College has served over 700,000 students providing higher education leading to transfer, careers, and ongoing professional development.

With an enrollment of over 24,000 individuals, the College's student population is extremely diverse (52% African-American; 25% White; 14% Hispanic/Latino; 9% Asian; and 61% are female). Many of the College's students transfer to four-year institutions while others seek immediate employment. Over 80% of College graduates remain employed in the region, strengthening the local economy, workforce and community.

Community College of Philadelphia, the City's College, has been transforming the lives of Philadelphians for more than 50 years. The college provides high-quality education for all, empowering students to achieve their goals and thrive in the workplace. The College is an economic engine that moves the city forward. With resources to help residents start or change occupations, or advance in their current positions, Community College of Philadelphia plays a key role in Philadelphia's prosperity and the city's future.

Established in 1990 as the fundraising arm of the College, the Community College of Philadelphia Foundation enhances and enriches the educational experiences of College students by providing external resources to support the College's mission.

The Role:

Location: Philadelphia, PA
Division: Institutional Advancement
Reports to: President
Overview: The Vice President for Institutional Advancement and Executive Director of the College Foundation is the Chief Advancement Officer (CAO) for the College and in this role provides leadership for increasing the level of external resources from public and private sources to support the programmatic, capital needs and aspirations of the College.
The Vice President for Institutional Advancement and Executive Director of the College Foundation advises the President on all matters pertaining to the college's fundraising strategy and the management of Institutional Advancement operations. The position is also responsible for providing visionary leadership in building, maintaining, and strengthening relationships between and among the College's internal departments/divisions and critical funding sources including individuals, corporations, and foundations. In addition, the Vice President for Institutional Advancement will also help to build and enhance alumni engagement. As a member of the senior leadership team for the college, the Vice President for Institutional Advancement works cooperatively and collaboratively with other members of the team to ensure coordination of efforts across the institution.

The ideal candidate will be a results-oriented fundraising professional with an established track record of diverse and progressively more sophisticated advancement experience; capital campaign planning, management and implementation experience; and an executive level of supervisory and managerial experience, preferably in a higher education setting.

The successful candidate must possess excellent interpersonal and presentation skills needed to represent the College's interests to a wide spectrum of constituent groups, consortia and collaborative partners. The successful candidate will be equally adept with prospect research; gift processing software; online giving strategies; traditional and new media and other emerging technologies that will optimize the College's outreach to potential donors; and most fundamentally, an ability to connect with potential donors that meets their commitment to invest in the mission and vision of the CCP.

Community College of Philadelphia is a hidden gem and connects to every part of the city. This unique opportunity is ideal for an advancement professional who has a strong desire to transform and lead a team of highly motivated and driven fundraising professionals who work at the one organization in the city that truly has the ability to and has impacted and changed the lives of thousands of Philadelphia residents and community members.

Key Responsibilities:

- Provide overall vision and strategic direction for the Institutional Advancement department to increase the level of external resources from public and private sources to support programmatic and capital needs of the College.
- Serve as Executive Director to the Community College of Philadelphia Foundation, ensuring compliance with all laws concerning the governance of an independent 501(c)3 and rigid adherence to the memorandum of understanding between the College and the College Foundation; provide leadership, oversight, and coordination to the Foundation Board of Directors.
• Provide strategic leadership for the College's fundraising activities; including, but not limited to, research, data, campaign efforts, advancement communications, all manner of solicitations, annual fund, planned giving program, and fundraising events.

• Create and execute a fundraising plan with clearly defined goals, timeframes and metrics based on the College’s strategic plan.

• Meet and exceed annual fundraising goals, as defined by the College President.

• Supervise staff, which includes work assignments, training and talent development and enforcement of internal procedures and controls and problem resolution; evaluate performance and make recommendations to Human Resources for employment actions; motivate a diverse team of employees to achieve peak productivity and performance.

• In collaboration with the Office of Marketing and Communications, oversee the development of a strategic and comprehensive marketing plan to encourage and educate prospective donors and to increase the visibility of the College's fundraising efforts.

• Develop and maintain the Foundation's planned giving program (including life-income arrangements and bequests) and conceptualize and direct all giving societies (currently Mint, Gold, Rotunda and Legacy Societies).

• Oversee the College’s public and private grant programs, as well as grant stewardship and grant compliance.

• Develop relationships and establish funding opportunities through private/corporate sector initiatives.

• Develop and maintain positive relationships with the College’s various boards, key executive staff, and volunteer leaders in support of the College’s fundraising efforts.

• Maintain collaborative working relationships specifically with academic departments, faculty and staff helping them understand that their cooperation is essential to effective institutional advancement outcomes.

• Collaborate with community groups and external agencies to build relationships and enhance the image of the College/Foundation, as it relates resource development efforts.

• Develop and manage the Institutional Advancement office and College Foundation budgets.

• Oversee the development of strategies and initiatives for the Annual Fund, Retiree Program, Alumni Relations, and Alumni Council.

• Provide oversight for College and Foundation scholarship programs.

• Work collaboratively with other senior administrators to ensure effective operation of the College.

• Serve on College committees as required and represent the College in meetings of the community, other educational institutions and agencies as required.

• Promote and support the College’s mission, values and strategic goals.

• Work with the College’s General Counsel to ensure that all donor contracts and vendor contracts benefit the College and on issues related to collective bargaining agreements and other legal matters.

• Maintain sensitivity, understanding and respect for a diverse academic environment inclusive of students, faculty and staff of varying social economic, cultural, ideological and ethnic backgrounds.

• Perform other duties as assigned.
The Person:

Professional Experience:

- Five (5) to seven (7) years of experience in fund development, grant management and proposal writing preferred
- Previous experience working within a higher education setting preferred.
- Significant and proven success in private fund raising required.
- Successful record of accomplishments and expertise in annual and planned giving programs, major gift solicitation and campaigns, and grants; able to bring new and best practices to the college.
- Ability to share a compelling case for the college, develop relationships with internal and external groups, and convey to diverse audiences why Community College of Philadelphia is uniquely qualified for significant investment and partnerships.
- Understands the principles and processes of corporate, foundation and alumni giving; experienced in advancing new messages, strategies and standards of giving that will excite alumni and the philanthropic community.
- Demonstrable success managing all fiscal resources and performing financial planning and analysis in relation to fundraising activities.
- Demonstrated knowledge of the uses of technology to enhance advancement functions.
- Demonstrated commitment to a diverse campus environment.
- Demonstrated ability to develop policies and procedures; develop strategic planning initiatives; and conduct evaluations and assessments of College services.
- Knowledge and understanding of contemporary issues in post-secondary education preferred.
- Knowledge and experience working with the philanthropic community within the Greater Philadelphia Metropolitan area preferred.
- Experience in a collective bargaining environment preferred.

Personal Attributes:

- Understanding of the community college philosophy and mission, and a strong commitment to a large, complex and diverse campus community.
- Able to set a fundraising and advancement vision.
- Up-to-date on best practices and current trends in philanthropy in higher education.
- Able to create and maintain effective relationships with faculty, staff and students, and the College's Board of Trustees and Foundation Board.
- Able to cultivate a spirit of transparency, accountability and collaboration; possesses an ability to motivate others.
- Collaborates well and builds relationships with other senior leadership team members.
- Strategic thinker; able to think well outside of the box and identify and engage donors with an inclination towards innovation and sustainability.
- Willingness to be outward-facing and travel on behalf of the college to engage a variety of stakeholders and prospective donors.
Education and Experience Requirements:

- Bachelor's degree in business, marketing or a related field required. Master's degree preferred. Any and all degree(s) must be from a regionally accredited institution of higher learning.

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* If you or someone in your network is interested in exploring this opportunity, please contact:

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Partner, Bridge Partners  
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Community College of Philadelphia is an Affirmative Action, Equal Opportunity and Equal Access Employer. The College encourages applications from individuals from traditionally underrepresented groups.