



Inviting Applications and Nominations

## Vice President for University Advancement and Executive Director of the Fort Valley State University Foundation

**Fort Valley State University**, a unit of the University System of Georgia, seeks an experienced advancement professional to serve as the next **Vice President for University Advancement and Executive Director of the Fort Valley State University Foundation**. The Vice President is a member of the senior staff of the University.

### The Opportunity

The Vice President for University Advancement has a major role in positioning the institution for growth through highly effective fundraising. This senior administrator is responsible for developing, implementing, and managing comprehensive programs in alumni affairs, foundation cultivation, government relations, career services, and university advancement.

The Vice President reports to Dr. Paul Jones, who has served as President of Fort

Valley State University since December 2015. The Vice President works with all of the University's constituencies and serves the Foundation Board. The Vice President ensures a coordinated approach to development that supports FVSU's top strategic priorities.

This senior officer will set ambitious, clear, and achievable goals and will inspire the staff to meet and exceed expectations. Active in the University and surrounding community, the Vice President will participate in the identification, solicitation, and stewardship of major gifts.

### Major Responsibilities

- Establishes partnerships and relationships with corporations, businesses, government officials, foundation board members, individuals within the communities served by the university, and other internal and external stakeholders.
- Provides strategic input into the internal and external communication, marketing, and branding of the University.
- Qualifies and cultivates prospective donors.

# Vice President for University Advancement and Executive Director of Foundation Search



- Develops and proposes strategies for the solicitation of gifts; determines ongoing relationships with prospects/donors; recommends specific purpose and level of gift; identifies those to be involved in cultivation and solicitation; assures the solicitations are carried out.
- Manages the work of assigned staff.
- Develops and implements programs for staff professional development, process documentation and improvement, and progress tracking.
- Keeps current on programs and faculty/research/student initiatives at the University; networks with senior development officials from other institutions.
- Coordinates an effective program for recognition, involvement, and stewardship of major and special gift donors.
- Provides strategic direction and leadership for the University's fundraising, alumni programming, and government and constituent relations functions.
- Develops, implements, and administers

an integrated student and alumni career services program.

- Ensures compliance with the University System of Georgia Board of Regents policies and procedures, Southern Association of Colleges and Schools requirements, and university- and program-level policies and practices.
- Develops and recommends annual budget requests to support advancement goals and objectives; allocates and monitors spending.
- Advises the President and Cabinet on institutional advancement matters; participates in the development and implementation of strategic long-term plans.
- Represents the University at community events.
- Trains, assigns, directs, supervises, evaluates, and disciplines the work of assigned staff.

## Requirements

Qualified candidates will demonstrate the knowledge and level of competency

commonly associated with the completion of a master's degree. Three to five years of related experience that has prepared the candidate to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department are required.

Additional requirements include leadership experience in a campaign and the willingness to travel extensively to effectuate the goals and objectives of the position.

Experience in higher education is preferred.

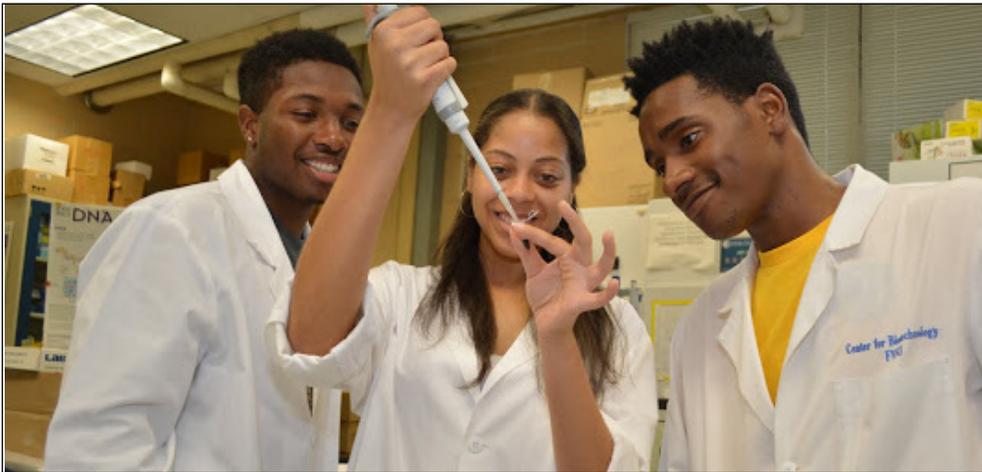
*Candidates will be knowledgeable of:*

- institutional advancement principles and practices
- SACS accreditation standards and requirements, IRS laws, and CASE gift reporting standards
- philanthropy and fundraising practices, professional ethics, and gift reporting standards
- marketing, public relations, and branding
- public employer policies and procedures
- strategic planning and budget management principles

*Candidates will be skilled in:*

- the delegation of responsibility and authority
- collaborating with multiple constituents
- the operation of computers and job related software programs
- decision making and problem solving
- interpersonal relations and in dealing with the public and elected officials
- oral and written communication

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## About the University

Fort Valley State University was founded in 1895. The University is Georgia's only 1890 Land-Grant Institution, providing extensive research, academic programs, and cooperative services to fulfill those responsibilities.

Located in central Georgia, Fort Valley State University provides an educational experience of exceptional quality. The University's mission and educational goals are realized through comprehensive program offerings in each of the three colleges.

The University's 2,679 students

represent 130 of Georgia's 159 counties, 21 states, and 7 countries. Ninety-six percent of the student body is African American. Nearly half of the students live on campus and 80 percent attend full-time.

The diverse faculty, with 153 full-time members, provides a supportive, yet challenging learning environment that encourages innovation and inspires lifelong learning and the realization of aspirations.

Students benefit from strong mentoring by accessible professors. The close-knit campus community encourages personal and academic growth and the establishment of lifelong ties that extend well beyond graduation.

The University offers undergraduate and graduate programs in more than 39 fields at its Fort Valley Campus and Warner Robins Center, which is designed for graduate and non-traditional students. Four undergraduate programs – Criminal Justice, English, Political Science, and Psychology – and one graduate program – Master of Science in Rehabilitation Counseling and Case Management – are offered online.

Fort Valley State's Cooperative Developmental Energy Program (CDEP), which prepares students for energy-industry careers in science and geology, is the only one of its kind in the nation. The program partners with major companies in the oil and energy industry. The University has the only certified Veterinary Technology program in the state.

Biology is the most popular major at Fort Valley State. The University's acclaimed Biology department prepares and sends more African American students to medical and dental schools than any other state school in Georgia.

County extension agents and program assistants at Fort Valley State University work personally with residents in nearly 35 counties throughout middle, east, and south Georgia. The Pettigrew Conference Center hosts more than 500 classes, seminars, and events for approximately 51,000 patrons each year.

Students have many opportunities for extracurricular involvement at the University, including the marching band, concert choir, and cheerleading. There are more than 60 clubs, sororities, fraternities, and social organizations on campus.

FVSU is a member of the Southern Intercollegiate Athletic Conference. The University's varsity athletics include men's and women's basketball, cross country, tennis, and track and field; women's softball and volleyball; and men's football.

## FORT VALLEY STATE UNIVERSITY

### Fast Facts

**HBCU:** One of three HBCU's in the University System of Georgia

**Locations:** Fort Valley (Historic Campus) and Warner Robins (Center)

**Enrollment:** 2,679 with 45 percent living on campus

**Degrees:** 29 undergraduate degree majors; 10 graduate programs

**Number of Faculty:** 153

**Student/Faculty Ratio:** 14:1

#### Academic Units:

- College of Agriculture, Family Sciences, and Technology
- College of Arts and Sciences
- College of Education

**Athletics:** NCAA Division II - Southern Intercollegiate Athletic Conference (SIAC)

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FVSU's championship football team has produced many notable professional sports figures.

## The FVSU Foundation

Established in 1972, the Fort Valley State University Foundation, Inc. is a non-profit corporation that raises and manages private contributions from alumni, friends, industries, and foundations to meet the needs of the institution that are not funded through state allocations. The Foundation invests gifts, acts as a trustee, and exercises the powers of a not-for-profit organization under the laws of Georgia.

It also administers gifts and bequests of property and funds for scientific, educational, and charitable purposes. Fort Valley State University Foundation, Inc. is qualified by the Internal Revenue Service as a tax-exempt 501(c)(3) corporation.

## Fort Valley, Georgia

Fort Valley is a progressive city located near the geographical center of Georgia. The city has an estimated population of 9,935. The city, established in 1856, is the county seat of Peach County and has quiet tree-lined streets and dozens of beautiful historical homes.

Long known as the "Peach Capitol of the World," Fort Valley is the center of Georgia's largest peach producing area. Lane Packing Co. operates a sprawling peach packing and retail facility at the edge of town that has become a popular tourist attraction. It is also the birthplace of and corporate home to the Blue Bird Corp., one of the nation's largest manufacturers of school buses. The city is also home to the American Camellia Society.

Approximately 90 minutes south of Atlanta on I-75, the city is only three hours west of the Atlantic coastline. The Hartsfield-Jackson Atlanta International Airport is an hour and a half away.



Fort Valley State University held the official ribbon cutting ceremony for the Family Development Center and Quality Child Care Center Complex on March 3, 2016, in Fort Valley.

## Applications & Nominations

Confidential inquiries are welcomed; nominations are invited.

1. To Apply - Application packet must include:
  - a) A letter of interest
  - b) Current curriculum vitae
  - c) At least five references with full contact information
  - d) Your answers to the questions at: [www.myersmcrac.com/skins/userfiles/file/MMQuestions.pdf](http://www.myersmcrac.com/skins/userfiles/file/MMQuestions.pdf)
2. Submit application packet to [FVSU-VPAdv@myersmcrac.com](mailto:FVSU-VPAdv@myersmcrac.com)

Nominations should include contact information on the individual being nominated. Submit nominations to [FVSU-nominate@myersmcrac.com](mailto:FVSU-nominate@myersmcrac.com).

Applications will be accepted until the position is filled. For best consideration, submit application materials by **February 15, 2017**.

**Emily Parker Myers**, CEO of **Myers McRae Executive Search and Consulting**, is assisting **Fort Valley State University** with this search.



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