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**Associate Vice President of Development**

Have you ever wanted to be part of something bigger than yourself? Do you believe in the power of leadership to inspire and guide teams to achieve their goals? If so, we have an opportunity for you. We are seeking a talented Associate Vice President of Development (AVPD) to join our team and provide strategic leadership and mentorship to our development unit(s).

The Associate Vice President of Development (AVPD) will provide direction, strategic leadership, and mentoring to their assigned unit(s). With a supportive and encouraging leadership style, this position develops and guides teams that are results oriented. The AVPD actively recruits top personnel and promotes the team's collective professional advancement. The person in this position fosters good relationships with campus and athletic partners and gives direct reports the tools they need to accomplish the same. The AVPD will maintain, cultivate, and solicit their own donor portfolio and manage their donor relations, including an assigned geographic location. The AVPD is responsible for developing and implementing fundraising goals and strategies to support the mission and goals of the WSU Foundation and Alumni Engagement (WSUFAE). The AVPD must be self-motivated and outcome and solution driven. The AVPD will represent WSUFAE and Wichita State University in a professional manner creating a positive image with all constituencies. This leader will exemplify the WSUFAE’s core values of Integrity, Excellence, Collaboration, and Service in all that they do.

If you are passionate about making a difference, building relationships, and driving results, then we encourage you to apply for this exciting opportunity. Together, we can create a positive impact on our community and beyond.

**Primary responsibilities include:**

* Provide the development team with strategic leadership and guidance to foster greater fundraising activity and overall contributions.
* Collaborate with university leadership, academic departments, and other units to identify and prioritize fundraising opportunities that align with the WSU Foundation and Alumni Engagement’s mission and goals.
* Develop, sustain, and manage an elevated team in accordance with the unit’s budget and strategic plans. Work with Human Resources to attract and retain team members that enhance the overall team.
* Embody the WSUFAE’s goals, vision, and commitment to inclusion serving as an example to all staff and serving as a role model for them.
* Build and maintain strong relationships with donors, alumni, volunteers, and other stakeholders. Donor portfolio management of 75+ individuals. Qualify, cultivate, solicit, and steward donors by developing and implementing strategies to move them toward major gift success.
* Ensure the accuracy of all written proposals, donor visit actions, educational materials, and other materials that aid in the process of proposing and securing gifts.
* Represent the WSUFAE and Wichita State University in the community, attending events, and participating in other activities to promote the organization’s mission and goals.
* Travel to designated territories to acquire and close gifts as needed.
* Perform other duties as needed.

**Required skills**

* Strong leadership skills, with experience managing and motivating teams to achieve fundraising goals
* Excellent communication and interpersonal skills, with the ability to build and maintain relationships with donors and other stakeholders
* Strong organizational and project management skills, with the ability to manage multiple projects and priorities simultaneously
* Ability to work collaboratively with other units within the foundation and university
* Highly motivated and ability to work effectively independently and as part of a team
* Maintain confidentiality of information, records, and materials

**Minimum Requirements:**

* Bachelor’s degree from accredited institution required
* Seven years of experience in development of major gifts including three years of management experience
* Willing to travel with occasional weekend and evening hours
* Must have and maintain valid driver’s license and insurance
* Project professional image at all times
* Understanding of fundraising best practices and trends, with the ability to apply them to the WSUFAE’s fundraising strategies and campaigns
* Commitment to the WSU Foundation and Alumni Engagement’s mission and core values of Integrity, Excellence, Collaboration and Service
* Successful history of raising major gifts

**Physical Requirements:**

* This position will involve daily walking, sitting, bending, crouching, stooping, stretching, reaching, and standing for long periods of time. Must be able to use a computer and use a telephone for long periods of time daily.
* Ability to drive/sit in a car (day or night) for 3 hours or more (to different city/state) with the ability to travel by train, car, flying, or other forms of public transportation.
* Must be willing to attend campus events outside of normal working hours.
* Typical office working conditions.

**Preferred Requirements and Skills:**

* Graduate degree from accredited institution
* Database knowledge
* Knowledge of Wichita State University and a commitment to higher education

**Commitment to Inclusion and Belonging**

Our organization is committed to providing opportunities for all employees to succeed by creating an inclusive environment that amplifies the diverse backgrounds and experiences of our team members.

With a mission built on our core values of integrity, collaboration, excellence, and service, we strive to be an inclusive and equitable work environment. Managers are expected to model this behavior by clearly setting expectations and directly addressing non-inclusive behavior. In our pursuit to build and maintain a high-performing team, it is every individual’s responsibility to contribute to our culture of belonging.

At the WSU Foundation and Alumni Engagement, we work every day to enhance a community of learning excellence for students and faculty through philanthropy and stewardship. Our primary role is to advance and support the mission of the university, which is to be an essential educational, cultural and economic driver for Kansas and the greater public good. Our team is passionate about education and opening doors to new opportunities.

The WSU Foundation and Alumni Engagement also offers outstanding benefits, including medical/dental/vision (100% premium paid for employee/50% for dependents), term life insurance, tuition reimbursement, 8.5% company match for retirement accounts after one year, and more.

**To Apply:**  
Please fill out an application, submit your resume and a cover letter [**by clicking here**](https://www.ejobapp-validityscreening.com/applicant/companies/28586/accounts/41001/positions/149686/apply).

**The WSU Foundation and Alumni Engagement is an Equal Opportunity Employer**