



Announcement for Full-Time Administrative Position: Vice President for Institutional Advancement

Position Description:

The Vice President for Institutional Advancement (VPIA) serves as the Chief Advancement Officer of the university. The VPIA is responsible for developing, implementing, and maintaining a comprehensive plan for college advancement in support of MACU's strategic direction and mission. The VPIA has overall responsibility for the management of major gifts, annual giving, planned giving, corporate and foundation grants, marketing, communications and public relations, publications, and special events.

The VPIA reports to the President and serves on the Leadership Team of the university.

Qualifications:

A committed Christian with a heart for ministry and a desire to serve God through leading a team in promoting biblical stewardship principles to current and new supporters. Be an active member in a congregation of the independent Churches of Christ/Christian Churches. Must agree with and support the mission of the university, accept the university's Statement of Faith, and exhibit a maturing Christian faith. A Bachelor's Degree is required; a Master's Degree in a related field is highly preferred. A minimum of five years of management level experience in development/fund raising or a related area; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

Responsibilities:

The VPIA's primary responsibility is to lead the Advancement Team (i.e., Assistant VPIA, Administrative Assistant, and volunteers) to raise financial support for the university from current and prospective key supporters and major donors. Approximately 50 percent of work will involve travel.

- Communicate the mission, vision, and funding needs of MACU with all constituents.
- Promote and teach biblical stewardship principles to current and new supporters.
- Manage and maintain the budget for the Advancement Division.
- Coach and monitor the Advancement team in effective donor cultivation to identify, cultivate, and solicit major and planned gifts for the college.
- Lead the Trustees, President, and Advancement staff in developing and growing key donor/major donor support.
- Develop and maintain a program for gift and estate planning seminars in conjunction with approved professional consultants.
- Oversee university-wide marketing activities, including production, quality control, and scheduling for The Messenger (the university's newsletter), direct mail, stewardship appeals, gift receipt letters, grant proposals, advertising, marketing collateral, press releases, media kits, etc., along with providing input on student

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recruitment materials, website design and content, and promotional audio/video productions.

- Coordinate with the President's Office in providing ongoing communications with alumni and friends of the university.
- Adhere to all MACU institutional and advancement policies/procedures, particularly as they relate to confidentiality of constituent data, fund raising, and student records.
- The VPIA will be responsible for any and all other duties assigned by the President.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

Application Process:

Send (1) a letter of application, (2) resume', (3) reference list, (4) salary expectations, and (5) statement of faith. All materials may be sent to John W. Maurice, President, Mid-Atlantic Christian University, 715 N. Poindexter Street, Elizabeth City, NC 27909. Materials may also be sent via email: president@macuniversity.edu.

Applications without each of the aforementioned components will not be reviewed. The application process remains open until the position is filled. To learn more about Mid-Atlantic Christian University, visit the web site at www.macuniversity.edu.

Compensation, Benefits, and Travel/Expenses:

The compensation package includes salary, benefits (paid vacation and holidays, sick and personal leave, medical and life insurance, matching pension/retirement fund, staff/faculty and dependent scholarships, discounts in the cafeteria), and the use of a Mid-Atlantic vehicle or mileage reimbursement for work-related travel. The university will issue a credit card for other expenses. Cellular phone service will be provided. In addition, a PC or Laptop computer will be provided.

Mid-Atlantic Christian University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call [404-679-4500](tel:404-679-4500) for questions about the accreditation of Mid-Atlantic Christian University.

Mid-Atlantic Christian University, a private, faith based, four year college is committed to equality of educational opportunity and will not discriminate against applicants, students, or employees on the basis of race, color, national or ethnic origin, gender, age, disability, or prior military service. Federal guidelines (Sections 702-703 of Title VII of the 1964 Civil Rights Act) clearly recognize the right of church related institutions to seek personnel who will support the goals of the institution. Being a student or employee at Mid-Atlantic Christian University requires a commitment and lifestyle consistent with the institution's mission and values.

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