**Position Announcement**

**Position:**
Associate Dean of Resource Development  
Full-time, Exempt, VSC Grade 17, Non-Bargaining Unit (NBU)

**Location:**
Either Randolph Center or Williston campus

**Compensation:**
Within the VSC Grade 17 salary range plus the NBU Administrator benefits package.

**Responsibilities:**
Lead the effort to build philanthropic support for the College through individual, foundation, corporate and other private giving. Seek support for academic programs, student support, capital needs and endowment as prioritized by the President. Create and sustain a thriving community of philanthropy to support the mission of Vermont Tech.

- Primary responsibility for fundraising at Vermont Tech, including but not limited to: designing an effective fundraising plan, design and implementation of annual appeal, major donor strategies, planned giving and endowment programs, communication and collaboration with college departments and regional locations to enhance local and regional engagement.
- Build strong relationships with a variety of donors and stakeholders; develop a comprehensive college fundraising program.
- Oversee the systems supporting fundraising, including but not limited to: gift acceptance and acknowledgment procedures; business office management and recordkeeping on gifts and accounts; database recordkeeping, information maintenance and list/mailing production.
- Creation and maintenance of electronic donor records system and donor prospect and cultivation plans.
- Participate in Vermont Tech strategic and tactical planning discussions as a means to support and enhance fundraising. Communicate regularly with the President. Collaborate with the Associate Dean of Enrollment Management and Alumni Affairs.
- Serve as an outreach and relationship building representative of the College. Prepare regular and special reports for the President, endowment funders and other stakeholders as necessary.
- Engage and collaborate on activities of the Alumni Association.
- Manage a caseload of donors and prospects. Coordinate development contacts of the President.
- Design, develop and oversee the production of fundraising mailings and events.
- Identify and cultivate Vermont and non-Vermont prospects.
Qualifications: Bachelor's degree, Master's preferred, in relevant field with 6-10 years of experience in related field.

- Demonstrated success in fundraising, creating a community of philanthropy, and creation of donor cultivation programs essential.
- Substantial experience with strategic and tactical development.
- Strong background in building collaborations and team development.
- Ability to deal effectively with a wide range of individuals/groups inside and outside of the VSC.
- Valid Vermont driver's license.

Areas of expertise:

- Fund raising, sales or other forms of resource development.
- Excellent written and verbal communications skills.
- All Microsoft applications, particularly Excel and fundraising database experience.

Starting Date: As soon as possible

Application Deadline: Applications will be reviewed until the position is filed. However, applications received after the first screening will be considered at the discretion of the College. Incomplete application materials will not be considered.

To Apply: Submit a mandatory completed Vermont Tech employment application, resume and cover letter to jobs@vtc.edu Employment application is available on the Vermont Tech website at: www.vtc.edu/employment.

A Fingerprint-Supported Criminal Background Check is required for this position. Continued employment is contingent upon the results of this check.

Vermont Tech strongly encourages applications from members of ethnic minority groups and other under-represented backgrounds. Vermont Tech is an Equal Opportunity Employer and a member of the Vermont State Colleges system. In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.