



## ASSOCIATE VICE PRESIDENT FOR DEVELOPMENT (AVP-DEV)

### Application Process

Qualified candidates should submit the documentation listed below via email to [hr@queens.edu](mailto:hr@queens.edu) in (.doc) or (.pdf) format. Incomplete applications will not be considered.

1. A cover letter addressing the position qualifications and experience
2. Current CV or résumé
3. Salary requirements
4. Contact information for three professional references.

Be sure to include "**AVP-DEV**" and **YOUR NAME** in your email Subject Line. (**Example:** AVP-DEV Shawn Mullin)

**Applications received by January 31, 2021** will receive first consideration. Queens will continue to accept applications until the position is filled.

### ABOUT QUEENS



Founded in 1857 as a college for women in the Presbyterian tradition, Queens has grown into a co-ed, master's-level university focused on developing dynamic students in and out of the classroom. The University is home to approximately 2,500 students—including more than 1,700 traditional and adult undergraduate students and nearly 800 graduate students—who benefit from wide-ranging opportunities and the close-knit learning environment of a small campus. With campus located less than 3 miles from downtown Charlotte, N.C., the city is an extension of the classroom for our students.

Queens is consistently recognized for its strengths. The University is ranked #13 in U.S. News & World Report's Best Colleges—Regional Universities South. Within that same category, Queens is ranked #3 in Alumni Giving, #7 in Best Colleges for Veterans and #8 in Best Undergraduate Teaching.

In each of its programs, Queens emphasizes active and collaborative learning, meaningful student-teacher relationships, a creative synthesis of the liberal arts with professional pursuit and the value and necessity of lifelong learning.



## THE ADVANCEMENT OPPORTUNITY



Located in the 15<sup>th</sup> largest city in the United States, Queens is well positioned to be the leading national private university for Charlotte. Advancement at Queens has been often recognized by CASE for Excellence in Fundraising Performance and has secured more than \$250 million in philanthropy over the past 15 years. With the inspiring leadership of President Dan Lugo and the support of the Board of Trustees, Queens is well positioned to achieve even stronger

results with new investment in staff and operating resources. The AVP for Development will lead the University's growth in investment in addition to the strong current team.

## THE POSITION

### Summary

Queens University of Charlotte invites applications for Associate Vice President for Development. Reporting to and working closely with the vice president for University Advancement, the AVP for Development is responsible for creating and implementing an ambitious comprehensive fundraising strategy for the university. The AVP will have primary responsibility for campaign fundraising, including driving the internal processes of the campaign and managing the fundraising functions. Oversees a team of 22 development staff members which includes 10 new major and leadership gift positions as well as advancement services and donor relations. The AVP is a member of the VP's executive management team, working collaboratively to advance the goals of University Advancement. *This position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay for hours worked above 40 in a single work week.*

## **Experience, Knowledge and Skills Required**

- A proven track record as a front-line fundraiser and manager
- Significant experience closing gifts of six figures and above
- Excellent written, presentation and oral communications, including skill in adapting style to unique audiences
- Experience collaborating with trustees and other volunteers, senior administrators, and faculty to achieve significant fundraising priorities goals
- Experience managing staff with a compassionate, clear, and decisive leadership and management style and proven ability to create a motivating climate that inspires staff, volunteers, and donors
- A track record of exemplifying the highest ethical standards
- A passionate commitment to higher education coupled with an entrepreneurial spirit
- A nuanced and highly developed understanding of donors' motivations
- Strong problem-solving skills and ability to consistently develop creative solutions
- Outgoing personality and the ability to build and maintain positive working relationships
- The ability to travel regularly.
- Bachelor's degree required or equivalent combination of education and experience, and relevant advanced degree preferred.

## **Benefits**

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

## **Physical Requirements** (*with or without reasonable accommodation*)

- *Visual Abilities:* Read reports, create presentations, and use a computer system – 75-100% of the time
- *Hearing:* Hear well enough to communicate with co-workers, vendors, and students – 75-100% of the time.

- *Dexterity, Grasping, Feeling:* Write, type, and use the telephone, copier, and computer systems – 75-100% of the time
- *Mobility:* Open files and operate office machines; move between departments and attend meetings across campus – 75-100% of the time
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly – 75-100% of the time
- *Lifting, Pulling, Pushing:* Exert up to 20 pounds of force occasionally, and/or up to 15 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects – 50-74% of the time.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time

### **Work Conditions**

- Work in office environment, involving contact with faculty, staff, students, service providers and vendors.
- Work has deadlines, interruptions, and may be stressful at times.
- Work regularly involves nights and weekends and occasional travel to achieve objectives.

*This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.*