



Vice President for Institutional Advancement

Clinton College – Rock Hill, South Carolina

Position Summary:

Reporting directly to the President, the Vice President for Institutional Advancement serves as Clinton College's chief advancement officer and is responsible for providing strategic leadership in the areas of fundraising, alumni engagement, donor relations, church and community partnerships, and external development. The Vice President plays a critical role in advancing the mission and vision of the College by securing resources to support institutional priorities and by building relationships that enhance the College's visibility and long-term sustainability.

This position works closely with the President, Chief of Staff, and Board of Trustees, and collaborates with the Office of Communications and Marketing (which reports to the Chief of Staff) to ensure consistent messaging and effective donor communications.

Essential Duties and Responsibilities:

- **Strategic Fundraising and Development**
 - Lead and implement a comprehensive fundraising strategy that includes annual giving, major gifts, planned giving, capital campaigns, and special initiatives.
 - Identify, cultivate, solicit, and steward donors, including individuals, foundations, corporations, and other philanthropic partners.
 - Oversee all aspects of donor relations, development operations, and fundraising events.
 - Work with the President and Board of Trustees to develop and manage a portfolio of leadership-level prospects.
- **Alumni Relations and Donor Engagement**
 - Design and implement programs to engage alumni in the life of the College and grow alumni giving.
 - Foster relationships with alumni across all generations, increasing participation in events, mentorship, and fundraising.

- Strengthen the alumni database, develop effective communication strategies, and encourage lifelong support of the institution.
- **Church and Denominational Partnerships**
 - Cultivate and maintain strong ties with the African Methodist Episcopal Zion (AME Zion) Church and its regional and national leadership.
 - Represent Clinton College at Connectional Council meetings, church convocations, and denominational gatherings.
 - Promote giving and engagement opportunities among congregations and church-affiliated groups.
- **Grants and External Partnerships**
 - Lead the development and submission of grant proposals to private foundations, corporations, and philanthropic organizations.
 - Build partnerships with businesses, civic groups, and governmental entities to support institutional growth and community impact.
 - Maintain accurate grant reporting and compliance with funding requirements.
- **Marketing, Branding, and Communications (Collaborative Role)**
 - Collaborate with the Office of the President and Chief of Staff to ensure that advancement-related communications—such as donor appeals, newsletters, alumni publications, and campaign materials—are aligned with the College’s brand, mission, and messaging strategy.
 - Provide strategic content and direction to the Communications and Marketing team in support of fundraising and engagement efforts.
 - Contribute to institutional storytelling and visibility through events, publications, and digital platforms.
- **Institutional Leadership and Board Support**
 - Serve as a member of the President’s Cabinet and advise on strategies related to external affairs, resource development, and community engagement.
 - Prepare advancement reports, campaign updates, and donor engagement strategies for presentation to the Board of Trustees.
 - Represent the President and College as needed in public and private advancement-related settings.

Qualifications:

- Bachelor's degree required; Master's degree preferred in Communications, Public Relations, Business, Nonprofit Management, or related field.
- A minimum of 5-7 years of progressively responsible experience in fundraising, advancement, or development, including leadership experience.
- Demonstrated success in securing major gifts, building alumni relations, and executing fundraising campaigns.
- Excellent interpersonal and written communication skills, with the ability to engage diverse constituents and inspire philanthropic support.
- Strong organizational, planning, and relationship-management skills.
- Commitment to the mission of HBCUs and the values of Christian higher education.
- Willingness to travel and work flexible hours, including weekends and evenings, as necessary.

Preferred Experience:

- Advancement leadership at a small private or faith-based college
- Experience with church-based or denominational fundraising
- Familiarity with donor management systems (e.g., Raiser's Edge, DonorPerfect)
- Grant writing and philanthropic reporting experience
- Capital campaign planning or endowment growth initiatives

Additional Information:

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide a written authorization for a background check will nullify the offer of employment.

Application Instructions:

Applications should include a resume and cover letter must be sent, preferably in PDF format, to humanresources@clintoncollege.edu. The email's subject line should read "Vice President of Institutional Advancement". The process will continue until the position is filled.