



**Assistant VP of Campaign and Strategic Planning
Georgia State University Division of Development and Alumni Affairs**

Georgia State University is an enterprising public research university in Atlanta and is a national leader in graduating students from diverse backgrounds. The university provides its world-class faculty and more than 50,000 students with unsurpassed connections to the opportunities available in one of the 21ST-century's great global cities.

Georgia State offers a challenging academic environment that emphasizes research and practical experience across the curriculum and has more than 50 nationally and internationally ranked programs.

While Atlanta is integral to Georgia State's educational experience, Atlanta's quality of life helps Georgia State attract top-notch faculty, staff, and administrators by contributing to the economies of Atlanta and the South. With more than 190,000 alumni worldwide, Georgia State's commitment to student success and is a vital part of the vibrant arts and entertainment community of downtown Atlanta is where the city life meets campus life.

The Assistant VP of Campaign and Strategic Planning manages all aspects of GSU's fundraising campaigns, develops strategies for cultivating and closing gifts, and ensures there is a pipeline of prospective donors moving from annual prospects to leadership gifts.

Responsibilities:

- Plan, organize, and implement all activities related to the management of the GSU fundraising campaigns. Work with the VP for Development, AVPs for Development, and other university leaders to successfully run the fundraising campaigns.
- Work independently and demonstrate superior judgment while assisting the President with top donor prospects. With the VP for Development, design and carry out strategies to close gifts at the leadership level of the fundraising campaigns.
- Supervise the Development Research department.
- Staff the Campaign Steering Committee and the Major Gifts Committee.
- Control the fundraising calendars for the University President and the VP of Development.
- Develop proposals and briefing papers, and complete follow-ups from fundraising calls that have been made.

Qualifications:

- Strong interpersonal and communication skills.
- Natural organizational skills.
- Ability to stay focused and adhere to deadlines, but also be flexible and manage priorities.
- Excellent oral and written skills.
- Possess a dynamic and positive demeanor.
- Proficiency with Microsoft Office and Outlook.

Qualifications

Bachelor's degree and seven years of related experience; or a combination of education and related experience.

Preferred Qualifications

- Higher Education fundraising experience at a research institution.
- Experience working professionally with various constituents, including the academic community and prominent volunteers.
- Experience with comprehensive or capital campaigns.
- Experience planning and managing small and large events

College/Business Unit: Development

Department: VP of Development

Location: Atlanta Campus

Shift: 8:30 AM - 5:15 PM | Monday - Friday

Salary : Salary Negotiable

Pay Grade: NPP

FLSA Status: Exempt

Job Type: Full Time (Benefits Eligible)

Special Instructions:

To be fully considered for this position all candidates at the time of submission must provide the following documents:

- *A complete and accurate GSU application*
- *Resume*
- *Cover Letter*

Apply Online: <https://employment.gsu.edu>

Disclaimer: This job requisition provides a high-level job definition. It is not intended to provide a comprehensive or exclusive list of job duties. As such, job duties and/or responsibilities within the context of this job requisition may change at the discretion the employee's direct supervisor

Please note: Georgia State University's career board updates daily and requisitions are subject to be removed without prior notice or before the posting expires.

Georgia State University is an Equal Opportunity Employer and does not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.