

**Assistant Vice President of Development
Robinson College of Business
Georgia State University**

Job Description

The Assistant Vice President for Development will serve as the chief fundraising officer for the college and, working with the Senior AVP for Constituent Programs and the Dean of the Robinson College of Business, will be responsible for developing and assessing strategies and goals for the College. This position will work closely with the College Advisory Board and will assist with the development of a comprehensive advancement relations plan.

Responsibilities

- Cultivate, solicit and steward prospects at the \$100,000 level and up.
- Coordinate with department chairs and faculty in developing proposals to the private sector.
- Develop long and short range funding plans with Senior AVP, Deans and department chairs.
- Be a part of the senior leadership team for Constituent Programs. Assist in the planning for the next campaign.
- Work with Robinson College Advisory Board and expand the board's responsibilities to include a more active role in fundraising for the college.
- Assist Alumni Affairs, Central Development, Development Operations and Public Relations as needed.
- Participate as a member of the RCB Dean's Administrative team which, in addition to this role, includes the Assistant Dean for Finance and Administration, the Director of Marketing and Communications and the Assistant Dean for the Career Advancement Center. The Dean's Administrative Team and the Dean's Leadership Team make up the Management Committee of the College. The Dean's Leadership team consists of the Associate Dean for Curriculum and Teaching, the Associate Dean for Strategy and Special Projects, the Associate Dean for Faculty and Research, the Associate Dean for Sponsored Research, and the Assistant Dean for Executive Programs.

Qualifications

Bachelor's Degree and seven years of related experience, or a combination of education and related experience.

Preferred Qualifications

- Development experience in a higher education setting
- Knowledge of and prior use of Raiser's Edge software
- Experience setting fundraising goals
- Implementing cultivation and solicitation plans
- Motivating staff and volunteers to achieve objectives
- Ability to work with diverse constituencies from all disciplines including donors, faculty, staff, students, and select corporations and foundations
- Successful record of collaboration with colleagues and volunteers
- Strong interpersonal skills
- Excellent written and oral communication skills

Please submit your application with your cover letter and resume on the GSU HR website
<https://hr.gsu.edu>