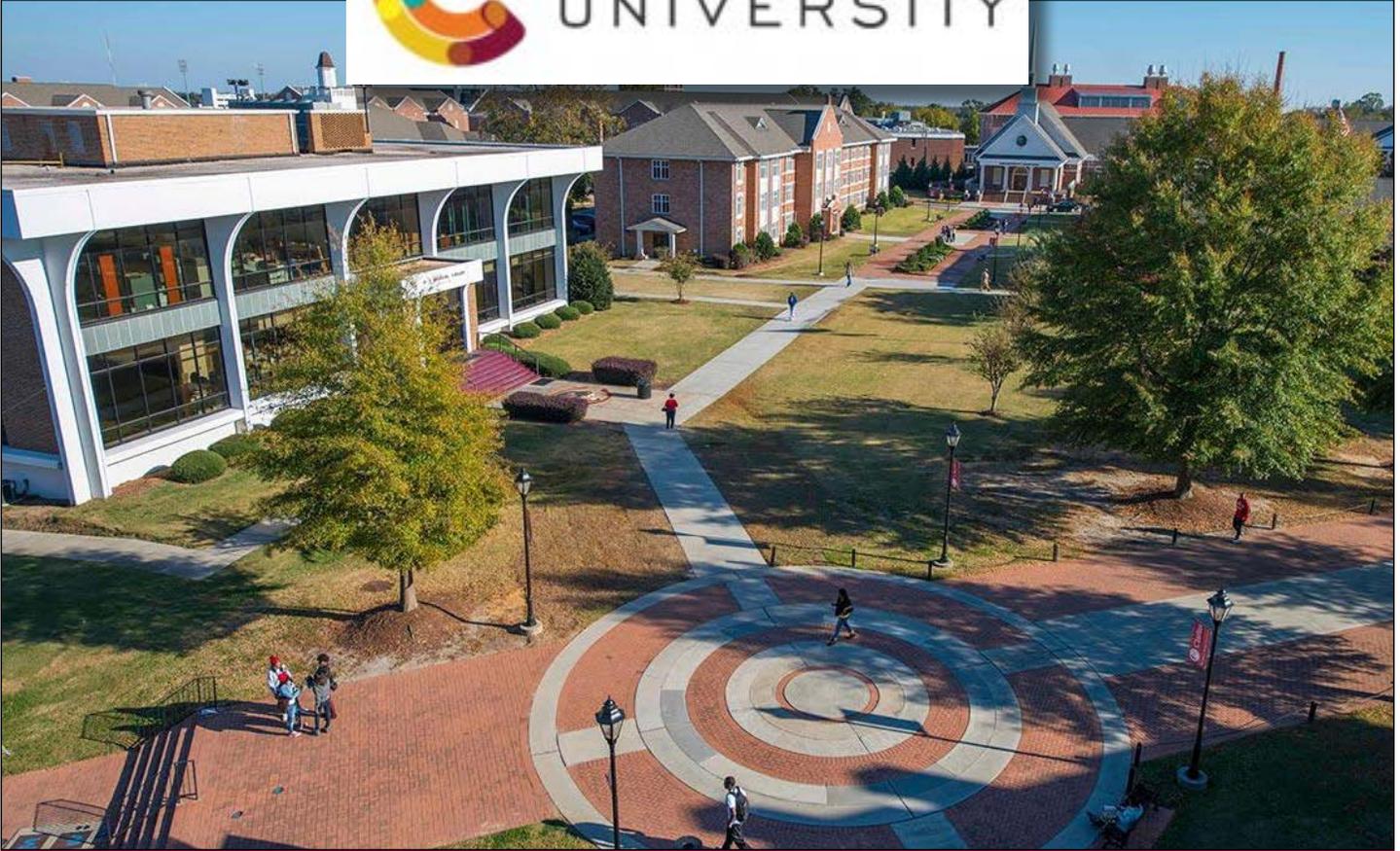




CLAFLIN  
UNIVERSITY



Inviting Applications and Nominations for

## **Associate Vice President for Institutional Advancement**

**Claflin University**, a four-year, independent, residential institution, seeks a proven fundraising professional to serve as the **Associate Vice President for Institutional Advancement**. Reporting to the Vice President for Institutional Advancement, the Associate Vice President for Institutional Advancement provides senior-level office and administrative support in overseeing the day-to-day management of the Office of Institutional Advancement at Claflin University and assists the Advancement team with its fundraising efforts.

**Orangeburg, South Carolina**



## The Opportunity

Founded in 1869, Clafin University is a historically black university (HBCU) located near Columbia, SC. The University has been ranked among the nation's top liberal arts colleges by *Washington Monthly*, *Forbes.com*, and *U.S. News and World Report*. In 2016, Clafin was named HBCU of the Year by *HBCU Digest*.

Known for its commitment of preparing men and women for the challenges and needs of the 21st century, the University was selected as a network partner by the Bill and Melinda Gates Foundation to pursue transformational change in higher education. It recently was awarded a Career Pathways Initiative Grant by the Lilly Endowment.

Clafin's students become loyal alumni who stay engaged with the University and are active supporters. The University exceeded the \$100 million goal of its recent capital campaign. The University has been nationally recognized for setting a high bar for alumni giving among Historically Black Colleges and Universities. *U.S. News and World Report's Short List* has ranked the University #1 among HBCUs for annual alumni giving, with 52 percent giving to their alma mater in 2016-2017.

The Associate Vice President for Institutional Advancement is a multifaceted position that works with all aspects of the division from alumni

relations and fundraising to donor cultivation and staff development.

Event planning is an integral responsibility of this position. The Associate Vice President coordinates and oversees the successful planning and implementation of Commencement, Homecoming, and the Presidential Scholarship Gala. This officer also is responsible for the fundraising efforts of the annual UNCF/Community Campaign and the successful planning and implementation of the annual Scholarship Appreciation Luncheon for donors and supporters.

The Associate Vice President provides key administrative support to the Vice President. Primary duties include assisting with the University's Capital Campaigns and writing and preparing various divisional reports (i.e., annual, administrative conference, institutional effectiveness report card, Board of Trustees, etc.) for the Vice President's signature.

The Associate Vice President also is responsible for the staff development program for all Division staff, including the orientation for new employees.

### Other Responsibilities:

- Supervising the directors and managers of the Annual Fund /Alumni Relations and Special Events.
- Setting strategies and goals and monitoring progress toward goals in coordination with the directors.

## Clafin University

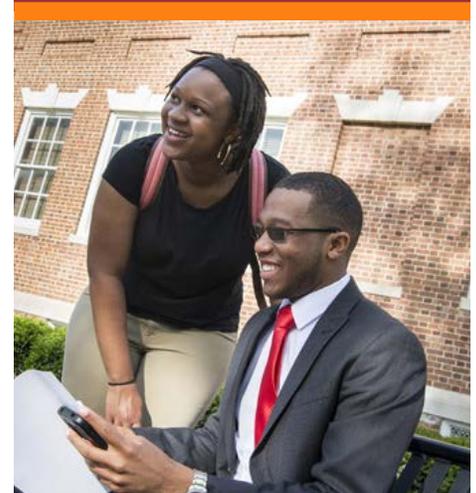
### Vision Statement

Clafin University will be recognized as a leading 21st Century institution of higher education that develops a diverse and inclusive community of globally engaged visionary leaders.

### Mission Statement

Clafin University is a comprehensive institution of higher education affiliated with the United Methodist Church. A historically black university founded in 1869, Clafin is committed to providing students with access to exemplary educational opportunities in its undergraduate, graduate, and continuing education programs. Clafin is dedicated to providing a student-centered, liberal arts education grounded in cutting-edge research, experiential learning, state-of-the art technology, community service, and life-long personal and professional fulfillment.

Clafin is a diverse and inclusive community of students, faculty, staff, and administrators who work to cultivate practical wisdom, judgment, knowledge, skills, and character needed for globally engaged citizenship and effective leadership.



## Executive Search for Associate Vice President for Institutional Advancement

- Serving as administrative liaison for the Vice President.
- Working with Trustees, the Board of Visitors, and volunteers, as assigned.
- Monitoring the budget for the Division of Institutional Advancement and, in coordination with the Vice President, preparing and presenting the annual budget.
- Attending regular prospect research rating meetings.
- Preparing and maintaining a policy and procedures manual for the Division as well as accurate records on endowed and annual scholarship funds.

The Associate Vice President performs other duties assigned by the Vice President within the scope of the position.

### Qualifications

A master's degree and at least five years of progressive leadership experience in Institutional Advancement with a strong background in fundraising, special events, alumni affairs, annual giving, advancement (stewardship services), and communications is strongly preferred. The candidate must be able to work without supervision and work well with Division staff.

#### *Experience, Skills, and Knowledge:*

- Demonstrated ability to develop



fundraising programs, events, staff development programs, retreats, and presentations

- Knowledge and skills to operate computer applications and various software (i.e., Microsoft Word, Excel, Internet, etc.)
- Excellent oral, written, and interpersonal communication skills
- Demonstrated leadership and supervisory ability
- Ability to successfully multitask

### Clafin University

Clafin University is the oldest historically black institution of higher education in South Carolina. Affiliated with the United Methodist Church, the four-year, liberal arts university is recognized as one of the premier liberal arts institutions in the nation.

With an enrollment of 2,118 students, Clafin has a student-faculty ratio of 13:1. Nearly 83 percent of the University's 117

### *Clafin University Guiding Principles*

At the center of everything we do is a system of values informing and guiding all policies and programs. These values, expressed through our decisions and actions, are defined by five over-arching guiding principles:

- **Commitment to Excellence:** We will strive for excellence through creativity, innovation and efficiency that allow for optimization of resources.
- **Commitment to Valuing People:** We will value people by providing a safe, wholesome and healthy environment that fosters mutual respect, diversity, and inclusion.
- **Commitment to Being Student Centered:** We will focus on all aspects of student life including student-centered education by embedding skills and praxis that foster life-long learning and independent problem solving and also translate their needs and expectations into actions that embody exceptional service.
- **Commitment to Exemplary Educational Programs:** We will provide exemplary educational programs and an effective learning community by ensuring that they represent the highest standards of academic excellence and by continuous quality improvement.
- **Commitment to Fiscal Accountability:** We will commit to financial accountability by promoting and fostering a culture of compliance, integrity, and fiscal responsibility throughout the University.

## Executive Search for Associate Vice President for Institutional Advancement

full-time faculty members hold terminal degrees in their respective fields.

Claflin's 12 academic departments are housed in four academic schools: School of Business, School of Education, School of Humanities and Social Sciences, and School of Natural Sciences and Mathematics. Students can pursue 36 undergraduate majors.

The University also offers three dual-degree programs:

- Engineering (3+2 with Clemson University)
- Engineering Technology (3+2 with South Carolina State University)
- Biology/Public Health (4 + 1 with the University of South Carolina)

Three graduate programs are available: Master of Business Administration, Master of Education in Curriculum and Instruction, and Master of Science in Biotechnology.

Claflin's placement rate is 83 percent: 29 percent of graduates attend graduate school and 75.7 percent join the workforce upon graduation.

For the past 10 years, Claflin has operated with a balanced budget with no material findings in its annual audits.

Claflin is a member of the Southern Intercollegiate Athletic Conference of the NCAA (Division II). The University fields nine intercollegiate teams. The men's sports include basketball, baseball, tennis, and track and field. Programs for women



include basketball, softball, volleyball, tennis, and track and field.

### Orangeburg, SC

Claflin's historic 46-acre campus is located in Orangeburg, SC, a city of 15,000 residents. Located 40 miles southeast of Columbia, the capital and largest city of South Carolina, Orangeburg offers the friendliness of a small town with the entertainment, recreational, shopping, and

dining activities and offerings of a major city only a short drive away.

Columbia has a diversified and growing economy. Along with the South Carolina state government, the city has major employers in the areas of health care, energy, banking, insurance, transportation, and technology. Additionally, Columbia is home to Fort Jackson, the U.S. Army's largest and most active initial entry training installation.

*Claflin University is an Equal Opportunity Employer.*

### Application and Nomination Process

Confidential inquiries are welcomed, and nominations are invited.

1. **To Apply** - Applications must include:
  - a) Letter of interest
  - b) Resume
  - c) At least five references with full contact and e-mail information (References will not be contacted without applicant's consent.)
2. **Submit applications** to [Claflin-AVPAdv@myersmcrac.com](mailto:Claflin-AVPAdv@myersmcrac.com).  
Review of applications begins immediately. **Applications will be accepted until the position is filled.**
3. **Submit nominations** to [Claflin-AVPAdv-nominate@myersmcrac.com](mailto:Claflin-AVPAdv-nominate@myersmcrac.com) along with complete contact and e-mail information for the individual being nominated.

**Kenny Daugherty**, President of Myers McRae Executive Search and Consulting, is assisting Claflin University with this search.



515 Mulberry Street, Suite 200  
Macon, Georgia 31201  
[www.myersmcrac.com](http://www.myersmcrac.com)