



<b>Position Title:</b>	Vice President, Advancement & External Affairs	<b>Job Code:</b>	0014-00E
<b>Reports To:</b>	College President	<b>Job Group:</b>	PEC
<b>Department:</b>	Office of the College President	<b>Salary Grade:</b>	23
<b>Prepared By/Date:</b>	Iliana Castillo-Frick/6-17-2010	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	Dr. Padrón/6-1-2010		
<b>Revised:</b>	Jennifer C. Brito/7-8-2010		

**Summary:**

Maintains overall administrative responsibility for advancement and external affairs.

**Essential Duties and Responsibilities:**

- Provides leadership and operational oversight for Government Affairs, Cultural Affairs, the Office of Grants, and the MDC Foundation.
- Formulates policies for all advancement activities of the College, implementing and coordinating among all administrative and operational departments
- Sets strategic direction, provides integrative leadership, and recommends institutional policies and standards of practice to ensure that all government (state, federal and local) relations efforts effectively and efficiently support the College's overall mission, goals, and strategic objectives
- Responsible for high-level strategic planning with regard to resource development and cultural affairs initiatives
- Represents Miami Dade College in national and international forums in development of cultural policy in the marketplace
- Participates as a member on the College's management team that works together to integrate educational, fiscal, technological, facilities and personnel planning to ensure achievement of the College's vision and mission
- Promotes an environment supportive of the College mission and vision, student-centered services and teaching excellence
- Performs other related duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge of college educational philosophy and top management administrative practices and procedures
- Knowledge of the goals, objectives, structure and operations of major educational institutions
- Knowledge of college policies and procedures
- Knowledge of technological systems as they apply to instructional, administrative, and workplace needs
- Strategic planning skills to effect change in a multi-cultural environment
- Knowledge of public information and community relations concepts, principles, methodology, and techniques
- Strategic and operational understanding of government procedures and processes at the national, state, and local levels
- Excellent interpersonal skills and the ability to deal credibly and effectively with senior institutional leadership.
- Highly developed verbal and written communication skills and the ability to present effectively to small and large groups
- Strong leadership skills that promote dedication, creativity, innovation and growth
- Knowledge of investment principles, procedures, ethics, regulations, and standards as applied

to public donations and endowments;

- Ability to identify strategies and support grant development to help achieve the College's mission and goals

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as "essential." This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree in related field and a minimum of eight (8) years of senior level management experience or Bachelor's degree and a minimum of fifteen (15) and a minimum of eight (8) years of successful leadership in an educational or non-profit environment or private enterprise
- Proven leadership and record of accomplishment of success in a complex, competitive public and or/private environment
- Proven managerial skills for supervision of professional staff

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name