

**Assistant Vice President of External Affairs for
University Advancement/ Assistant Professor**

Reports to: Vice President of External Affairs

Duties and responsibilities:

- Direct and manage programs and all other functions of the Office of University Advancement including the areas of Alumni Affairs, Development, and Government Relations.
- Serve as Executive Director of the NSU Foundation and manage all of that organization's activities and serve as the liaison between the non-profit organization and the university.
- Work closely with the University administration through the Vice President of External affairs to ensure institutional mission and corresponding initiatives are carried out.
- Ensure compliance with state and federal non-profit regulations and reporting requirements.
- Manage all budgets, operations, and directives for the Office of University Advancement and NSU Foundation.
- Manage and guide the university's capital fundraising initiatives and advocacy efforts.
- Identify, secure, and manage resources commensurate with university needs and priorities.
- Develop and coordinate advanced solicitation techniques including applications for corporate and educational foundation grants, estate planning, and various other financial planning vehicles.
- Maintain open lines of communication with key internal and external constituents.
- Collaborate with leadership across campus to ensure broad based participation in fundraising and outreach initiatives.
- Develop and maintain strategic plans for the Office of University Advancement.
- Directly supervise, maintain open lines of communications with, and provide strategic guidance for all personal in the Office of University Advancement.
- Maintain responsibilities relative to academic appointment.