



**Job Title: Senior Administrative Vice President
Development**

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 125
FLSA Status: Exempt
Remote Work Eligible: Yes

JOB SUMMARY

This position supports the College's mission through effective leadership and the development of strategic direction, vision, and management of assigned area for the College's advancement efforts including: annual, major gift, and estate planning, fundraising, capital campaigns, public/community/alumni relations; foundation relations; grants; and marketing. Responsibilities include: analyzing and planning College finances; managing organizational fiscal health, business operations, auxiliary enterprises, facilities and property, risk management, safety and security; budgeting; and performing other related duties.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Serves as the chief financial and business operations officer for assigned area and provides leadership and oversight for various departments and functions including, budgeting/finance analysis and planning (including organizational fiscal health), business data management, risk management, facilities and property, auxiliary enterprises, safety and security, and other duties as assigned.
- Advises the College President and Board of Trustees on strategy and operational priorities.
- Advises the President on the financial impact of long range financial and organizational planning.
- May set and guide vision for College fundraising, marketing, and communications and grants development; identify, qualify, cultivate, solicit and steward major gift prospects and donors for the support of the overall mission of the College.
- Provides leadership in the design, implementation, and assessment of strategies, goals, policies, objectives, and activities over multiple departments, which includes: developing, approving, planning, coordinating, administering, and evaluating programs, projects, processes, policies procedures, systems, standards, and/or service offerings; ensuring compliance with federal, state, and local laws, regulations, codes, and/or standards and grant regulations; and coordinating activities between multiple departments or functions.

- Manages the preparation of all financial reports, outlooks and forecasts.
- Coordinates financial audits and provide recommendations for procedural improvements.
- Provides leadership and guidance regarding the development and implementation of capital planning and operations projects.
- Conducts proper inventory, security and insurance of the physical assets of the College.
- Ensures compliance with appropriate laws and regulations.
- Serves as management liaison to the Board of Trustees.
- Responsible for risk assessment in the area of Finance, Facilities, Construction and College operations.
- Responsible for purchase and acquisition of College property, construction project and renovation projects.
- Selects, develops, and supervises assigned staff.
- Ensures contracts are issued in accordance with state and federal guidelines
- Ensures purchase of materials and services are done in accordance with state bid law requirements.
- Oversees the fiscal management of contracts.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Master's degree in finance, business operations, or a related field; ten (10) years of administrative work experience including five (5) years at a senior administrative level in related area and five (5) years of personnel management related experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles of project management
- Principles of leadership, organization and management;
- Principles and practices of financial management;
- Principles and practices of personnel management;
- Principles and techniques of management analysis and program evaluation;
- Legislative and administrative processes; and
- Computers and related software applications.

Skills in:

- Negotiating;
- Communicating, both verbally and in writing;
- Developing and delivering presentations;
- Preparing reports;
- Communicate effectively with faculty, staff, students, civic and other groups, and the general public;
- Solving problems;
- Selecting, developing, and supervising assigned staff
- Exercising tact;
- Planning;
- Analyzing;
- Evaluating programs and services;
- Balancing fiscal constraints with operational needs;
- Using a computer and related software applications such as Microsoft Suite; and
- Communication, interpersonal skills as applied to interaction with assigned workers, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Effectively work with other senior level executives at SPC;
- Manage change;
- Handle sensitive topics;
- Relate business knowledge to the needs and characteristics of a collegiate environment;
- Apply independent judgement;
- Establish and maintain effective relationships with the business community, government, and public sector agencies
- Be original; and
- Apply resourcefulness.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	

Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.