



Vice President for Advancement and Communications

Reporting to the President, the Vice President for Advancement and Communications leads the identification, cultivation, solicitation and stewardship of relationships with corporations, public and private foundations, alumni, community leaders and sectors, and other constituencies. The Vice President develops, administers, evaluates and continuously improves initiatives, processes, programs and strategies to develop and grow a culture of philanthropy at HCCC, generating funding to support the immediate and long-term fundraising goals of the College.

Working closely with the HCCC Foundation and all constituencies, the Vice President provides leadership for inspiring and developing lifelong relationships with HCCC alumni, trustees, Foundation Board members, employees, students, family members and others, while also remaining keenly focused on developing impactful relationships with major gift donors and other donors. The Vice President is responsible for leadership in securing and fulfilling externally-funded, sponsored grants and programs including pre-award, post-award, and compliance administration.

The Vice President supervises grants officers and Marketing/ Communications staff and ensures that college communication and messages convey the values, principles and aspirations of Hudson County Community College while supporting the College's fundraising and Advancement goals. The Vice President leads the development and implementation of comprehensive and other campaigns. The Vice President for Advancement and Communications is a member of the President's Cabinet and the President's Executive Council.

PRINCIPAL RESPONSIBILITIES:

- Directs and oversees all aspects of fund development by cultivating a growing base of individual, corporate, government, alumni, public and private foundation, and other donors.
- Performs research, planning and evaluation activities associated with assigned areas of responsibility, such as the analysis of potential funding sources; development of strategies and methods related to all fundraising programs; and continuous improvement of advancement operations.
- Facilitates short, intermediate, and long-range goal planning and ensures timely completion of tasks and responsibilities.
- Oversees and administers the Foundation's and College's scholarship programs.
- Leads all areas of capital and other campaigns and ensures successful campaign outcomes.
- Oversees and helps secure sponsorships for College fundraising special events.
- Partners with and supports the President and other senior leadership and volunteers to expand the College's advancement portfolio by cultivating major gifts.
- Performs fundraising and donor stewardship related to the success of an annual fund program focused on alumni, faculty, staff, corporate leaders and other constituents of HCCC and the community.





- Supervises the Marketing and Communications staff and ensures strategic excellence in the writing, review, editing and production of online and printed promotional content, literature, and materials, fundraising appeals, letters, acknowledgements and other forms of communication.
- Oversees and supports independent 501(c)3 HCCC Foundation.
- Oversees donor and prospect relations and stewardship programs, and maintains ongoing relationships and communication, matching the financial and related interests of prospective donors with those of the College.
- Maintains the fiscal integrity of the Foundation in cooperation with the Vice President of Business and Finance/CFO by directing and overseeing the Foundation's accounting, investment, and other functions related to the Foundation's assets and operations.
- Provides assistance to the independent auditor during the annual audit of the HCCC Foundation's financial records.
- Assures that Foundation affairs are conducted within the framework of its policies and procedures. Makes certain that the Foundation Board is kept current on legislative, organizational and legal issues that may impact the Foundation.
- Oversees all grant and sponsored program development staff and processes including agency rules and regulations pertaining to compliance issues.
- Assures that all grants and contracts are submitted, processed and administered in a manner consistent with laws and college policies and procedures.
- Provides grants training to ensure compliance with sub

REQUIRED EDUCATION/SKILLS:

- Master's degree required; Certified Fund Raising Executive (CFRE) credentials preferred.
- A minimum of five years of college-level advancement, sponsored programs, and/or related experience required.
- Strong leadership capability and ability to effectively translate plans into tangible, achievable goals.
- Ability to provide leadership and support in the area of major gift donor development.
- Comprehensive knowledge of all areas of nonprofit development, including capital campaign, major gifts, individual and institutional giving, planned and annual giving, corporate and foundation relations, special events, donor acquisition, and related areas.
- Prior significant experience representing an organization and functioning strategically, both internally and externally.
- Excellent writing, proofreading, and interpersonal skills required.
- Knowledge of grants/contracts administration in institutions of postsecondary education and funding agencies.
- Experience with compliance management and a broad understanding of regulations related to grants.

TO APPLY:

For full consideration please send a letter of application that addresses how your experience is a match to our posted needs and requirements and the college's mission; a current resume; and a list of professional references to resumes@hccc.edu. Please include "Vice President for Advancement and Communication" in your subject line.

Take Survey