

## **Sul Ross State University Position Description**

**Official Title:** Vice President for External Affairs **Job Code:** 1405

**Salary Group:** Unclassified (14)

### **Summary**

Function: Responsible for all aspects of athletics, development, and alumni affairs.

### **Duties**

Essential: Directing all aspects of athletics, development, and alumni affairs. Duties are highly varied and complex. Significant independent action and judgment are required subject to general University-wide policies. Administering programs; problem solving, creativity, fiscal management, goal planning, and presentation. Administer budget for several departments. Handle a multitude of tasks and decision making requirements simultaneously. Interpret and/or evaluate information and use to modify work processes. Work with new initiatives for program and university improvement and expansion. Solicit major gifts.

Non-Essential:

### **Supervision**

Received: Report directly to the President and will be part of the executive leadership team of the university.

Given: Provides direct supervision to Director of Alumni Affairs

### **Education**

Required: Doctorate or Juris Doctor degree with emphasis in business, marketing, management or a related field.

Preferred:

### **Experience:**

Required: Ten years of progressively responsible related experience. Experience in higher education administration supervising and coordinating and implementing budgets for the departments of athletics, development, and alumni affairs. Direct experience implementing and complying with all applicable NCAA policies and procedures, including Title IX legal requirements. Experience coordinating development programs, such as annual giving, planned gifts, major gifts, and foundation events.

Preferred:

### **Equipment/Skills**

Required: Computer skills: Microsoft Office, Excel, Web design, E-mail, Donor/Gift Database.

Preferred:

**Working Conditions**

Usual: Office conditions; exempt from overtime provisions. Position is Security Sensitive.

Special: Travel required.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: September 2014