

# ASPEN • LEADERSHIP • GROUP

**ASSOCIATE VICE CHANCELLOR FOR ADVANCEMENT SERVICES  
NORTH CAROLINA AGRICULTURAL & TECHNICAL STATE UNIVERSITY  
Greensboro, North Carolina  
<http://ncat.edu>**



The Aspen Leadership Group is proud to partner with North Carolina Agricultural & Technical State University (NC A&T) in the search for an Associate Vice Chancellor for Advancement Services.

Under the general direction of the Vice Chancellor for University Advancement, the Associate Vice Chancellor for Advancement Services (AVC) is charged with direct management of the Advancement Services functions of the University. The AVC will work on identified needs and priority projects of fundraising leadership and serve as a senior adviser to the Vice Chancellor for University Advancement.

NC A&T is a public, doctoral/research, 1890 land-grant university committed to exemplary teaching and learning, scholarly and creative research, and effective engagement and public service. The University offers degrees at the baccalaureate, master's, and doctoral levels and has a commitment to excellence in a comprehensive range of academic disciplines. Its unique legacy and educational philosophy provide students with a broad range of experiences that foster transformation and leadership for a dynamic and global society.

NC A&T believes in the power of its students to solve problems, both local and global, through technology, business, engineering, the arts, and other endeavors. Students searching for intellectual stimulation and growth, critical thinkers seeking research opportunities, travelers at heart looking to learn abroad, and future leaders and citizens of the world who want to serve humankind but don't yet know how find that NC A&T can help them succeed.

From its roots as a land-grant university, NC A&T has expanded and adapted to become a leading institution for the 21<sup>st</sup> century and beyond. NC A&T has award-winning faculty, intensive research programs, and community-focused initiatives as well as a diverse campus and curriculum. NC A&T prepares students to enhance the quality of life for themselves, the citizens of North Carolina, the nation, and the world.

## **REPORTING RELATIONSHIPS**

The Associate Vice Chancellor for Advancement Services will report to the Vice Chancellor for University Advancement.

## **PRIMARY RESPONSIBILITIES**

The Associate Vice Chancellor for Advancement Services will contribute as a member of the Senior Advancement Team by managing advancement initiatives and serving as a strategic partner to the organization's fundraising leadership in the following areas:

### **Management**

- advise on key strategic issues, e.g., campaign strategy, fundraising priorities, prospect engagement tactics, and overall direction of the office;
- provide strong support to the University's upcoming comprehensive campaign, serving as a member of the internal campaign leadership team;
- provide guidance on issues relating to fundraising administration and operations, including prospect data, information technology, donor stewardship, budget, gift processing, finance, and personnel;
- perform statistical analysis and evaluation of results and programs to aid in evaluating fundraising programs;
- lead a staff of six, including alumni/donor data system, data reporting, prospect research, information technology, prospect management, and tracking, and donor relations/stewardship;
- proactively manage all fundraising-related policies.

### **Information Systems**

- supervise the Manager of Technical Services (Assistant Dir. of Information Technology) who is responsible for the maintenance and administration of the department's data system (BANNER) and the collection and interpretation of data relevant to the department's priority initiatives;
- oversee implementation and execution of policy and procedural enhancements;
- lead data mining and analytics initiatives;
- oversee the development of an ongoing BANNER training program for all staff to ensure optimal use of the system;
- review and approve major hardware/software items;
- establish standards for, and monitor the integrity of, the information contained in the department's data system and determine how to translate data into usable, actionable information for the formation and execution of fundraising strategies;
- ensure that the department's data system, reports, and financial management procedures are compliant with internal auditors, compliant with regulatory requirements (e.g., IRS tax law), and conform to CASE standards for gift reporting.

### **Fundraising Management**

- work with fundraising leadership and Prospect Research to design and develop protocols, standards, and procedures for tracking and reporting fundraising activities and results, and monitoring and evaluating department and individual staff performance;
- oversee prospect research activities;
- with the Vice Chancellor, develop a robust prospect management system to identify new prospects and strategically align them with appropriate response mechanism;
- provide guidance to alumni/donor gift processing staff and resolve complex gift problems;
- serve as the Advancement authority on tax deductibility of gifts;
- confer with NC A&T legal counsel as needed.

### **Donor Experience**

- oversee aspects of donor relations, stewardship, and compliance to ensure positive relationships between the University and donors;
- lead or co-manage department's stewardship program, and ensure endowment donors receive regular, comprehensive updates on the impact of their gifts;
- recommend and oversee implementation of donor-friendly enhancements to the gift acknowledgement process; and
- direct office-wide acknowledgement activities for all gifts, ensuring a timely, accurate, and thankful communication to donors.

### **Additional Duties and Responsibilities**

- monitor progress toward annual and capital fundraising goals;
- work with programming staff and development officers to develop menu of routine reports to Development officers and staff;
- work with appropriate University Development and Division of Business and Finance staff on gift and pledge reconciliation and reporting, particularly at fiscal year-end;
- create documentation for all gift, pledge, and biographical data entry procedures.

## **KEY COLLEAGUES**



**Harold L. Martin. Sr.**  
**Chancellor**

On June 8, 2009, Harold L. Martin Sr. became the first alumnus to serve as the chief administrator at NC A&T. As the 12<sup>th</sup> individual elected to the position of chancellor (or president prior to July 1972), Martin draws from his experiences in the classroom (as student and teacher) and in administrative positions at A&T and other institutions to lead, collaborate and build consensus within the university, among alumni and donors, and in the public and private sectors around the state, the nation, and the globe.

Martin provides visionary leadership that establishes long range strategic plans in consultation with various constituencies, asserts tactical leadership to develop innovative approaches for

expansion resources, and ensures the fiscal and academic vitality of all colleges and schools. His chief goal is to make NC A&T a preeminent institution of higher learning by the year 2020.

Prior to his appointment as chancellor at NC A&T, Martin was the senior vice president for academic affairs at The University of North Carolina, General Administration (2006–2009), where he led the development and implementation of the University's academic mission, including teaching, research, international programs and student affairs. He advised the president and the UNC Board of Governors; provided leadership for the President's Council; led strategic academic planning and the implementation of resulting policies affecting the system; worked closely with campus chancellors and chief academic officers on university-wide academic initiatives; worked to maintain the focus of the missions of the campuses; and implemented the academic portion of the long-range plan.

Before joining UNC General Administration, Martin was the 11th chief administrator and seventh chancellor of Winston-Salem State University (2000–2006). At WSSU, he guided the reclassification of the university from a Baccalaureate I to a Master's II institution, created a School of Graduate Studies and Research, established seven master's degree programs and enhanced the quality of overall academic programs. During Martin's tenure, the school's enrollment doubled, giving WSSU the fastest growing enrollment in the University of North Carolina system.

Martin held earlier positions at NC A&T including vice chancellor of academic affairs (1994–99); dean of the college of engineering (1989–1994); chair and acting chair of electrical engineering (1985–87 and 1984–85, respectively) and acting chair (1984–85) of electrical engineering. The Winston-Salem, N.C., native received his Bachelor of Science and Master of Science degrees in electrical engineering from North Carolina Agricultural and Technical State University (NC A&T) and Ph.D. in electrical engineering from Virginia Polytechnic Institute and State University. He is married to the former Davida Wagner, county attorney for Forsyth County, N.C., and they are the parents of two sons, Harold Jr. and Walter.



**Kenneth E. Sigmon, Jr.**

**Vice Chancellor for University Advancement**

Kenneth E. Sigmon, Jr. is currently Vice Chancellor for University Advancement at North Carolina A&T State University.

Prior to joining North Carolina A&T, he served as Vice President of Development at the Oklahoma State University Foundation, as well as Associate Vice Chancellor for University Development at North Carolina State University in Raleigh, NC. He joined the University from The North Carolina Textile Foundation where he served as Executive Director. He left his alma mater, The Citadel, as Deputy Executive Director and Chief Operating Officer of The Citadel Foundation, having joined that organization as the Director, Alumni Annual Fund and Donor Relations. Prior to joining The Citadel Foundation staff, he served in the U.S. Air Force and held positions with Merrill Lynch, one of the world's leading financial management and advisory companies, and Roadway Services, a global logistics and transportation provider.

Ken's diverse professional background in development and foundation management includes campaign management, annual giving programs, volunteer management, corporate and foundation giving, leadership and major gifts, stewardship and donor relations, investment and grant management, advancement services, communications and public relations.

Ken and his wife Alison have two children - Emily and Ethan. A native North Carolinian, Ken is a 1985 graduate of The Citadel with a Bachelor of Science degree in Business Administration and completed his Masters in Business Administration from The Citadel in 1994.

Ken's civic and professional activities include service as a Former Trustee, The National Multiple Sclerosis Society, Mid-Atlantic Chapter, former Chair, Development Committee, The National Multiple Sclerosis Society, Mid-Atlantic Chapter, former Co-Chair, The Loyalty Fund, First Baptist Church School, Member, Frontier Chapter of Rotary International, George F. Hixson Fellow, Kiwanis International, Distinguished Past President, Kiwanis Club of Charleston, Co-Chair, The Citadel Class of 1985 Reunion and Development Committee, Member, Council for the Advancement and Support of Education (CASE), Life Member, The Citadel Alumni Association.

### **CANDIDATE QUALIFICATIONS AND QUALITIES**

The ideal candidate for the position of Associate Vice Chancellor for Advancement Services will have:

- demonstrated ability to focus strategically while also effectively managing daily operations and implementing changes;
- strong analytic skills, be data driven in decision making, and have the ability to build strong customer-focused teams;
- strong leadership and planning skills as a self-starter and motivator with superior interpersonal skills;
- a track record of serving the complex needs of a large institution through successful management of a multi-faceted development operation;
- excellent operational and technical skills matched with extremely effective interpersonal abilities and strong political acumen;
- experience in a higher education setting;
- familiarity and understanding of IRS regulations regarding tax issues and CASE standards for reporting;
- technical experience with relational databases and reporting tools, especially with Ellucian Banner Advancement;
- excellent communication skills, including the ability to translate fundraisers' needs into technical output;
- an approach to management that brings out the best in staff and yields pride, ownership, and a sense of team effort;
- proven leadership skills to inspire confidence as well as to motivate others;
- demonstrated ability to conceptualize and implement development programs of complexity, including the ability to envision and articulate future direction;
- demonstrated experience with budget presentation, planning, and resource management;

- an employment history highlighted by increasing levels of responsibilities;
- a desire to be a strong team player with a sense of humor; and
- demonstrated ability to plan strategically in all aspects of fundraising.

A bachelor's degree is required for this position as is a minimum of five years of experience as an advancement services manager and supervisor. Experience overseeing information systems, prospect research/tracking, donor relations, human resources, and budgets or related experience is required. A master's degree is preferred.

### **SALARY & BENEFITS**

North Carolina Agricultural & Technical State University offers a competitive benefits and compensation package.

### **LOCATION**

This position is located in Greensboro, North Carolina. Greensboro is the third-largest city by population in North Carolina and the county seat and largest city in Guilford County and the surrounding Piedmont Triad metropolitan region. Greensboro's population is approximately 280,000. Greensboro is located among the rolling hills of North Carolina's Piedmont, situated midway between the state's Blue Ridge and Great Smoky mountains to the west and the Atlantic beaches and Outer Banks to the east.

### **APPLICATION DEADLINE**

Before sending your résumé for this position, please read it over for accuracy. Review of applications will begin immediately and continue until the successful candidate has been selected.

*To nominate a candidate, contact Greg Duyck: [gregduyck@aspenleadershipgroup.com](mailto:gregduyck@aspenleadershipgroup.com).*

*All inquiries will be held in confidence.*

## **ASPEN • LEADERSHIP • GROUP**

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