



ASSOCIATE VICE PRESIDENT OF DEVELOPMENT

MISSION

Create Lasting Impact.

VISION

To be the highest-producing Foundation in the Dakotas.

VALUES

Drive – We move with purpose.

Accountability – We mean it and we own it.

Commitment – We show up fully.

Collaboration – We earn trust every day.

POSITION SUMMARY

The Associate Vice President of Development (AVP) plays a critical leadership role within the University of South Dakota Foundation & Alumni Association (USDFAA), supporting and advancing the institution's fundraising success. Reporting to the Vice President of Development, the AVP provides leadership, coaching, and strategic oversight to development directors while managing a portfolio of approximately 40–50 prospects. The AVP ensures excellence across all phases of the donor lifecycle and fosters a collaborative, high-performance team culture.

ESSENTIAL DUTIES & RESPONSIBILITIES

Leadership & Team Management

- Lead, coach, and support development directors to achieve high performance across assigned portfolios or initiatives.
- Set expectations, metrics, and accountability standards in partnership with the VP of Development.
- Strengthen collaboration with key leaders to align fundraising strategies with institutional priorities.
- Foster a culture of collaboration, innovation, and continuous improvement within the development team.

Fundraising & Portfolio Management

- Manage a portfolio of 40–50 prospects, advancing relationships through cultivation, solicitation, and stewardship.
- Secure major gifts and meet annual fundraising goals tied to visits, proposals, dollars raised, and pipeline development.



Strategic Planning & Collaboration

- Contribute to the creation and execution of fundraising plans and organizational initiatives.
- Partner across USDFAA teams to support integrated fundraising efforts.
- Identify opportunities that align donor interests with academic and institutional priorities.

Donor Engagement & Stewardship

- Represent USDFAA in donor meetings, events, and engagements.
- Ensure meaningful stewardship and donor communication across assigned units.
- Support the development of proposals, impact reports, and donor-facing materials.

Data, Reporting & Continuous Improvement

- Maintain accurate activity and pipeline data in CRM systems.
- Use analytics and performance dashboards to evaluate progress, inform strategy, and drive improvement.

REQUIRED SKILLS & ABILITIES

- Strong leadership and coaching abilities.
- Proven success in donor cultivation and major gifts.
- Ability to build trusted relationships with alumni, donors, deans, and faculty.
- Strong strategic thinking, planning, and execution skills.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities in a fast-paced environment.
- Proficiency with Microsoft Office and CRM systems.

MINIMUM QUALIFICATIONS

- Bachelor's degree required; master's preferred.
- 5–7 years fundraising experience, including major gifts.
- Supervisory experience preferred.
- Valid driver's license and good driving record.

ADDITIONAL DETAILS

- Full-time, salary exempt position.
- Travel, to include both regional and overnight.
- Eligible for remote work in close proximity to Vermillion or Sioux Falls or other targeted alumni market.