A Graduate School of National Security and International Affairs
THE INSTITUTE OF WORLD POLITICS

Position Description

Position Title:	Sr Vice President of Institutional Advancement	Date:	1/29/2026
Reports To:	President/Executive Vice President	FLSA Status:	Exempt
Department:	Institutional Advancement	Position Status	Full-Time (FT)

Job Summary

Reporting directly to both the President and Executive Vice President on matters of strategy and the execution of IWP's fundraising activities, as well as serving as part of the IWP senior management team, the Senior Vice President of Institutional Advancement is responsible for the growth of IWP's donor base and fundraising activities to help achieve long-term financial viability of the Institute in alignment with IWP's strategic plan. This role designs and assures implementation of cost-effective fund development programs, employing economy while maintaining an acceptable level of quality and solid return on investment. This position meets with and solicits donations from individual donors, foundations, and corporations.

The Senior Vice President of Institutional Advancement is responsible for the management of all aspects of regulatory compliance with state and local fundraising statutes and regulations, including maintaining all necessary permits and licenses. The position will report to the Executive Vice President on business functions to ensure that proper governance, personnel, and financial controls are followed.

Essential Functions and Responsibilities

To perform in this position successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned to meet business needs.

- Assures proper planning, including goal setting, strategy identification, benchmarking, and evaluation to support fund development.
- Develops and implements a multifaceted fundraising program to achieve fundraising targets as set by the IWP Board and President.
- Manages and grows IWP's legacy donation program.
- Manages IWP's Chancellor's Council program and provides support to local chapters in respect to fundraising events.
- Provides monthly activity reports on fundraising programs, including month-by-month forecasts of anticipated donations, to the President, EVP and IWP Business Office.
- Manages all Institutional Advancement staff and their activities in accordance with the department's work plan. This includes setting performance metrics for all staff, including individual annual fundraising targets.
- Assures sound fiscal operation of development function including timely, accurate and comprehensive development of charitable contributions, income and expense budgets, reporting, monitoring, and implementation.
- Combines development resources in such a way as to maximize quantity and quality to obtain a set of results.
- Helps board members, senior leaders, other fundraising volunteers and staff to identify, cultivate and solicit charitable gifts.
- Solicits contributions on behalf of the organization, involving staff, faculty, and volunteers, where possible.
- Works with the IWP Board Development Committee and IWP Advisory Board on institutional advancement matters.
- Assures development and writing of foundation, corporate, government proposals and solicitation materials.

- Oversees design and maintenance of donor and prospect records, gift management systems, and informational reports.
- Assures appropriate prospect research.
- Maintains design and implementation of cultivation, acknowledgment, and recognition programs.
- Oversees fundraising for IWP's annual Gala to ensure the budget goal is met.
- Other duties as assigned.

Supervisory Responsibilities: Yes

Qualifications:

Education and Experience Requirements:

- Bachelor's degree required; Master's degree preferred.
- 10+ years of progressively successful fundraising experience, preferably in higher education, or commensurate training or experience in comparable complex environments.
- 5+ years of relevant work experience in higher education or a related non-profit setting.

Knowledge, Skills, and Abilities

- Excellent managerial, supervisory, and training skills.
- Excellent organizational skills and attention to detail with the ability to handle multiple tasks.
- Demonstrates a history of building relationships through fostering enthusiasm and mutual trust, candor and respect, and strong partnerships with others to achieve goals.
- Ability to work independently, but collaboratively, as part of a goal-oriented team.
- Must be able to work productively with colleagues across the Institution.
- Demonstrates leadership and effectiveness in developing a long-term strategic vision and accomplishing organizational and financial goals.
- Results-oriented, able to see concepts and ideas through to implementation with the assistance of key constituencies; demonstrates a strong ability to set and meet deadlines.
- Excellent computer skills, including knowledge of DonorPerfect (or equivalent), Microsoft Office suite, internet, and e-mail proficiency.
- Ability to read and understand technical forms and financial reports.
- Demonstrates creativity, adaptability, and strong communication skills.
- Excellent critical-thinking skills and use of sound judgment.
- Skills relevant to establishing and maintaining successful partnerships with alumni, parents, faculty/staff, administration, members of the community, and other stakeholders.
- Ability to interpret data, distinguish nuances, and evaluate multiple courses of action.
- Ability to take initiative, balance multiple projects, and set priorities.
- Ability to communicate difficult/sensitive information.

Work Environment:

- General office environment
- Hours of work and days are Monday through Friday, 9:00 am to 6:00 pm
- Travel: Moderate travel required
- **On-site requirement:** Employee must report to the IWP DC campus at least three (3) days per week

Physical Demands:

- Must be able to remain in a stationary position 50% of the time.
- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.

- Constantly operates a computer and other office productivity machinery.
- The person in this position frequently communicates with executives, the governing board, and donors. Must be able to exchange accurate information in these situations.

This position description does not imply that the stated requirements are the only expectations for the position. Incumbents are expected to perform any other duties that may be assigned. IWP has the right to revise this position description at any time. IWP is an "at will" employer, and as such, neither this position description nor your signature constitutes any form of contractual agreement between you and IWP.

By signing below, I acknowledge receipt of a copy of the job description and understand the scope of my responsibilities.

Employee's Signature	Date: