

*Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.*

*With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.*

*An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.*

**Executive Director  
University Advancement  
Regular Full-Time Position  
Position Number 518000**

**General Description**

The Executive Director for University Advancement serves as the University's chief fundraising officer and reports directly to the President.

**Primary Duties and Responsibilities**

- Supervise the University Advancement and Alumni/Annual Giving Offices.
- Serve as the executive director of the Austin Peay State University Foundation and is the liaison with the University's Council of Support Groups.
- Responsible for coordinating all University fundraising activities, including Athletics and other community outreach activities.
- Act as liaison with local, State and Federal officials.
- Serve as a member of the President's Cabinet.
- Participate in the development of the President's schedule and provide support for major events.
- Represent the University as requested by the President.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to develop a successful unified fundraising and capital campaign and implement it in a strategic manner so that the cumulative results complete established goals.
- Ability to supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to maintain a positive team environment.
- Ability to work in a team environment.
- Ability to promote an appreciation for cultural diversity in a higher education setting.
- Ability to develop and interpret personal, financial and other policies and complete associated actions in a timely, honest, and accurate manner.
- Ability to understand, plan and administer budgets and funding associated with development functions.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.

**Required Minimum Qualifications**

- Bachelor's degree.
- Strong public speaking and written communication skills.
- Strong interpersonal and public relations skills.
- Successful fundraising and marketing experience in a nonprofit or University environment.
- A background check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Master's degree.
- Background or experience in the Tennessee fundraising environment preferred.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**