



## LEADERSHIP PROFILE



Vice President and Chief Institutional Advancement Officer

IN PARTNERSHIP WITH

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## The Opportunity

Durham Technical Community College (Durham Tech) seeks an outstanding advancement professional to serve as its next Vice President and Chief Institutional Advancement Officer (VP and CIAO). Reporting directly to the President, and with a dotted line to the Durham Tech Foundation Board of Directors, the VP and CIAO serves as a key member of the President's leadership team and is responsible for moving the Institutional Advancement program forward to achieve Durham Tech's strategic priorities and institutional goals.

The VP and CIAO will be an accomplished fundraiser; a collaborative, strategic, and inclusive leader; an outstanding relationship builder; and a passionate advocate for Durham Tech's mission and impact.

Durham Tech is a growing institution in North Carolina, serving more than 18,000 students annually across seven campuses in Durham and Orange counties and through online courses. The College is accredited and offers more than 100 associate degrees and certificates for students seeking university transfer or immediate employment and has opportunities for eligible North Carolina high school students, international students, veterans, and adults looking to complete their high school education. Durham Tech programs include engineering, health technologies, information technology, public safety, the arts, education, and the skilled trades. Non-credit (continuing education) courses include career enhancement in health care, automotive, culinary arts, biotechnology; English as a second language; and personal enrichment opportunities such as health and wellness, and photography.

## About Durham Tech

**Mission:** Durham Tech ensures that all students develop the knowledge, skills, and networks needed to be successful in college, work, and life.

**Vision:** To be the leader in our community's educational, training, and economic development.

Durham Tech's 2021-2026 College Strategic Plan sets forth the initiatives and activities that will enable the College to achieve the following goals:

- Progressively and equitably increase the number of students completing in-demand credentials and training with the goal to meet or exceed 60 percent (completion and transfer rate).
- Demonstrate positive economic impact within the College's service area by achieving an 80 percent job placement rate with earnings that meet or exceed median earnings within the field.

Durham Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates.



## John B. (J.B.) Buxton, President



J.B. Buxton was appointed the 5th president of Durham Technical Community College in July 2020. Durham Tech serves approximately 18,000 students each year in over 100 programs leading to certificate, diploma, and degrees of economic value in Durham and Orange counties.

Prior to joining Durham Tech, Buxton ran the Education Innovations Group, a consulting practice focused on PreK-12 and postsecondary public education working with states, foundations, nonprofit organizations, and companies on improving public education. Buxton served as the Deputy State Superintendent of the NC Department of Public Instruction; Senior Education Advisor to NC Gov. Mike Easley; a White House Fellow working with the Domestic Policy Council under President Clinton; director of policy and research for the Public School Forum of N.C, and coordinator of special programs for the NC Teaching Fellows Program. He began his career as a high school English teacher and coach in Massachusetts.

Buxton has an appointment as a part-time teaching assistant professor in the Public Policy Department at UNC-Chapel Hill. Previously, he served as an At-large appointment by Gov. Roy Cooper to the NC State Board of Education and Vice-Chair of the Raleigh Planning Commission.

Buxton attended the University of North Carolina at Chapel Hill on a Morehead Scholarship, where he graduated with a bachelor's degree in English. He received his Master's in Public Affairs from the School of Public and International Affairs at Princeton University.

Buxton and his wife, Hunter, who works as a project director with the Wake County Public Libraries, have three children: Drake, a graduate of UNC-Chapel Hill working with Alloy, a women's health company; Luke, a UNC graduate working with Bleacher Report; and Sadie, a junior at N.C. State University.

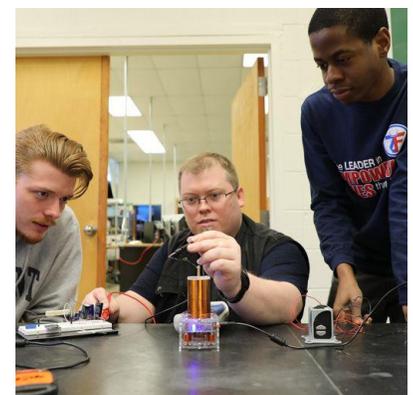
## Durham Tech Foundation

Since its inception in 1982, the Durham Tech Foundation has ensured that private resources would be acquired, stewarded well, and deployed to support students and strengthen the institution.

The Durham Tech Foundation provides opportunities for donors to directly impact the College's students as they work hard to change the trajectory of their lives. Philanthropic support relieves financial barriers and funds experiential opportunities to help students pursue their dream through:

### **Scholarships and awards to keep education affordable**

Help keep the rising cost of tuition, fees, and textbooks affordable. Your support will help students reduce work hours and graduate faster, with fewer obstacles.



### **Stipends for work-based learning**

Provide students with resources to secure industry-specific internships in positions that would otherwise be unpaid.

### **Academic and research opportunities for high-achieving students**

Our students are contenders in local, state, and national competitions. They participate in honors and research opportunities. Private funding is essential to their ability to participate.

### **Leadership and employability skills training**

Special cohort-based leadership initiatives will engage students in their own development. Employability training will educate students in effective communications and work habits.

The following are priorities for the Foundation pursuant to its strategic plan 2022-2026:

- Align investments with the Durham Tech's four strategic priorities (Pathways to Academic Excellence, Student Success, Living Wages and Economic Mobility, and Institutional Excellence).
- Expand partnerships and financial resources available to support Durham Tech's strategic priorities.
- Bolster Foundation capacity to forge bold partnerships and secure significant investments in Durham Tech.
- Broaden awareness and visibility of Durham Tech's impact on students and the community.

## **About the Vice President and Chief Institutional Advancement Officer Position**

The VP and CIAO is responsible for sustainably advancing the Institutional Advancement program to achieve the College's strategic goals and objectives. They will have the unique opportunity to have a transformational impact on Durham Tech by realizing the potential for Institutional Advancement's significant growth and success.

The VP and CIAO will work closely with the President, an experienced and effective fundraiser and compelling advocate for Durham Tech, who seeks a partner who will work with him to champion the College externally and secure the philanthropic support necessary to ensure excellence and growth in the programs and services Durham Tech provides to its students and the community.

The Vice President and Chief Institutional Advancement Officer oversees a team comprised of the following roles: Director, Development; Manager, Grants Development; Coordinator, Development Operations; and Executive Assistant. They will inspire the team to grow professionally and embrace an ambitious fundraising platform by articulating a vision and plan for Institutional Advancement, along with ensuring accountability through clearly defined goals and metrics.

The VP and CIAO will build a broader base of support for the College. They will have a donor-centric mindset and approach fundraising from a relational, rather than transactional, perspective. They will look to develop a pipeline of individual donors to provide the foundation for a sustainable major gifts

program by identifying new prospects and developing relationships that lead to larger gifts, as well as look to increase the level of philanthropy from existing donors. They also will seek to develop a robust corporate relations program, along with enhanced foundation relations and planned giving programs.

Durham Tech has realized the following fundraising results for the prior three fiscal years:

	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>
Individual Gifts	\$357,726	\$263,149	\$2,352,544
Corporate Gifts and Grants	\$613,421	\$821,697	\$1,805,468
Foundation Gifts and Grants	\$991,857	\$235,261	\$1,231,223
Total	\$1,963,004	\$1,320,107	\$5,389,235

### **Minimum Qualifications**

Bachelor's degree and at least five years of experience or an Associate's degree and at least seven years of experience of demonstrated success in leading annual fundraising campaigns, major gift campaigns, capital campaigns, endowment campaigns, or other fundraising activities.

### **Preferred Qualifications**

Master's degree preferred.

### **Knowledge, Skills, and Abilities**

1. Ability to establish and maintain effective, positive interpersonal relations throughout the college and the community;
2. Self-starter, able to work independently and entrepreneurially; experience creating, developing, and implementing new initiatives;
3. Successful supervisory and leadership experience;
4. Ability to set priorities and move multiple projects forward with a team to meet critical deadlines, adjusting when priorities change unexpectedly;
5. Demonstrated experience with proposal & grant writing, grant and non-profit management;
6. Excellent written and verbal communication skills, with ability to speak well in public and communicate with individuals from various backgrounds and professions, including individuals of influence and affluence;
7. Ability to exercise significant judgment and confidentiality in working with prospective donors, Foundation Directors, and others as appropriate;

8. Proven ability to foster continuous improvement in the quality and effectiveness of institutional marketing and effectiveness/research areas;
9. Demonstrated ability to drive a culture of service excellence, strong customer service orientation, professionalism, and a positive attitude toward students and Durham Tech's initiatives;
10. Personal integrity, honesty, and the ability to maintain confidentiality; and
11. Understanding of the mission, goals, and objectives of a community college.

## **Essential Functions**

The VP and CIAO oversees, facilitates, and evaluates resource development activities including Foundation operations, and works under the direction of the president and the Foundation Board of Directors. This position will serve as the main fundraiser, charged with setting and implementing the College's fundraising strategy. The VP and CIAO position is responsible for the administration of a 501(c)(3) non-profit corporation and provides leadership and direction to fundraising programs and activities that will strengthen private sector support for Durham Tech. This position cultivates relationships with external leaders, businesses, and organizations and assists with efforts to strengthen and deepen relationships with federal and state legislative delegations, county and municipal officials, and executive agencies that increase the College's visibility and improve its ability to compete for funding opportunities and appropriations, and for participation in projects having strategic value to the college.

## **Job Duties and Responsibilities**

### **Institutional Advancement**

1. Ensure that the institution's advancement focus and activities align with and support Durham Tech's mission and strategic plan.
2. Serve as the primary fundraiser for the Foundation, including annual and major gift fundraising and the capital campaign(s);
3. Develop, implement, and evaluate policies and procedures that guide resource development activities and Durham Technical Community College Foundation operations, including but not limited to annual and major gift fundraising campaigns, alumni affairs, grants development, and a variety of friend-raising efforts;
4. Assist in identifying, cultivating, and soliciting donors for individual and corporate contributions and manage a personal portfolio of major donors/grantors;
5. Provide leadership and support for planning and implementation of new advancement services and programs, such as alumni relations and planned giving;
6. Strategically cultivate local partners, assisting with expansion of cooperative relationships with businesses, government agencies, chambers of commerce, and other organizations;
7. Assist with Durham Tech's strategy for strengthening relationships with elected officials and government agencies and increasing their understanding of Durham Tech;

8. Serve on the President's executive leadership team to assist with strategic planning and campus discussions;
9. Upon request, collaborate with the office of the President on Trustee meetings;
10. Manage the College's community engagement sponsorships and provide insights to expanding community partnerships and cultivation of key relationships to advance institutional priorities;
11. Assist college leadership in navigating complex projects related to external agencies and land purchases;
12. Participate in community relations and external affairs activities that support funding for advancing the Durham Tech's mission and strategic plan, representing the College at community functions (i.e., City and County annual meetings, Downtown Durham, Discover Durham, Women of Achievement);
13. Represent Durham Tech at key external functions as designated by the President including all local chambers, key business events, professional organizations and other public affairs;
14. Develop and build carefully selected strategic partnerships that can help Durham Tech further its mission and goals, while simultaneously broadening its reach;
15. Proactively collaborate with peer institutions, community-based organizations, and industry sectors to develop partnerships that strengthen and expand economic mobility in the region; and
16. Carry out additional duties as assigned by the President.

### **Durham Tech Foundation**

17. Oversee Foundation Board operations including:
  - a. Developing, communicating, and tracking progress toward the Foundation's strategic plan;
  - b. planning and facilitating Board meetings;
  - c. identifying and recruiting prospective Foundation Directors;
  - d. presenting budgets and requests for Foundation support;
  - e. providing approval or guidance for disbursement; and
  - f. working with the College's Chief Financial Officer and the Board of Directors to carry out fiduciary responsibilities.
18. Ensure compliance with Foundation governing documents and provide oversight for the development of appropriate reports and correspondence to keep donors in touch with the college and the use of their gifts;
19. Provide Board orientation and training and training for all new board members annually; and
20. Keep all records for the board's operations and ensures all bylaws and other articles of governance are observed.

## Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. The physical and mental demands described as follows are representative of those that must be met by an employee in performing the essential functions of this job:

- Ability to sit and/or stand for long periods of time;
- Ability to lift, at times, 10 lbs.; and
- Good eye/hand dexterity.

## Normal Working Hours

The VP and CIAO is required to work a 40-hour week according to a 12-month schedule which may include day, evening, and/or weekend responsibilities and duties at the College's main campus or other locations, as necessary.

## North Carolina Community College System

Durham Tech is a member institution of the North Carolina Community College System. The mission of the System is to open the door to high-quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, develop a globally and multi-culturally competent workforce, and improve the lives and well-being of individuals by providing:

- Education, training and retraining for the workforce including basic skills and literacy education, occupational and pre-baccalaureate programs.
- Support for economic development through services to and in partnership with business and industry and in collaboration with the University of North Carolina System and private colleges and universities.
- Services to communities and individuals which improve the quality of life.

## About Durham and Orange Counties

Durham County has a population of more than 324,000. Durham's reasonable cost of living, first-class health care, sports teams, arts, entertainment, shopping options, and an abundance of the natural beauty typical of the Carolina Piedmont all contribute to the high quality of life that "Durhamites" enjoy. Durham is home to the world-renowned Research Triangle Park, home of more than 170 high tech companies, and is known as the "City of Medicine", USA, with healthcare as a major industry, including more than 300 medical and health-related companies and medical practices. Companies located in Durham include Biogen, Blue Cross, Blue Shield of Virginia, Credit Suisse, Fidelity Investments, GlaxoSmithKline, IBM, Iqvia, LabCorp, RTI International, and many more.

Orange County has a population of approximately 140,00 and includes historic Hillsborough, the county seat; Chapel Hill, home of the University of North Carolina; and Carrboro and Mebane, former railroad and mill towns. The County encompasses 400 square miles of rolling farms and

forest, vital urban centers and small towns. Orange County combines the best of cosmopolitan and rural values with an abundance of historical, social and cultural resources.

## Applications and Nominations

AGB Search is pleased to assist Durham Technical Community College with this leadership search.

To apply for the Vice President and Chief Institutional Advancement Officer position, candidates are requested to submit the following: (i) resume; (ii) letter of interest; and (iii) contact information for four references (to be contacted with candidate's permission at a later date). **Application materials should be sent to: [DurhamTechCIAO@agbsearch.com](mailto:DurhamTechCIAO@agbsearch.com) by September 19, 2022 for best consideration.** The search will remain open until an appointment is made.

Nominations and expressions of interest in the Vice President and Chief Institutional Advancement Officer position are encouraged. Please direct them to [DurhamTechCIAO@agbsearch.com](mailto:DurhamTechCIAO@agbsearch.com) or to the AGB search consultants listed below:

**Kimberly Templeton, J.D., Principal**

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**Mark Jones, J.D., Executive Search Consultant**

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**Anne Hoffman, Executive Search Associate**

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*Durham Tech is an Affirmative Action, Equal Opportunity, ADA, Section 504 Institution and does not discriminate on the basis of race, sex, color, age, religion, national origin, or disability. In our classrooms and campus work areas, we believe in giving everyone the opportunity to succeed and we are committed to creating a climate that is safe and welcoming for all.*

