



Job Title	Assistant Vice President, Regional and University-Wide Initiatives		Job Code	AV0528	
Pay Plan	A&P	Pay Grade	23	FLSA Status	Exempt
Union	Non-Union		Union Code	0	
Job Family	Advancement		Subfamily	Development	

Job Family & Subfamily Summary

Advancement Professionals lead, coordinate or support activities related to fundraising and public relations targeting current and potential donors and the alumni community.

Development Professionals coordinates and direct development activities for a particular school or college within the institution; responsible for planning, implementing and coordinating of all fundraising activities for designated program; plans and carries out the institution's program of soliciting major gifts. Includes Planned Giving, Principal Gifts, Regional Development, Corporate/Foundation Relations, Athletics Development and College-based development officers.

Job Summary

Directs the team of development officers to identify key areas of need, and to connect with donors whose philanthropic interests are reflected in the strategic priorities of UCF's various colleges, schools, departments, and programs.

Representative Duties

1.
 - Develops activity plans and implements strategies for identification, cultivation, solicitation and stewardship of donors as assigned by region or university-wide initiative
 - Responsible for the operations of the regional and university-wide development staff and manages the associated budget and programs
2.
 - Solicits and identifies alumni, donors and friends of UCF
 - Develops and maintains strategic solicitation plans / policies to enhance donation and expand donor base; designs and implements fundraising campaigns for specific projects
 - Maintains or enhances an established level of major gifts solicitation contacts, including fostering of leadership and major gift donors

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
10+ years of relevant work experience 5+ years of leadership experience		
Additional Requirements		
<ul style="list-style-type: none"> • Flexibility in work hours to accommodate some evening and weekend events 		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.