



Job Title	Assistant Director, Advancement	Job Code	AV0530
Pay Plan	A&P	Pay Grade	18
Union	Non-Union	FLSA Status	Exempt
Job Family	Advancement	Union Code	0
		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 coordinate 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

Responsible for the prioritization and strategic requests to the Office of the President from all Advancement staff. Other responsibilities include supervision of the Advancement Fellows Program and management of the donor portfolio for the Senior Associate Vice President.

Representative Duties

1. President's Office

- Acts as liaison and surrogate for Sr. Associate Vice President on all donor-related requests coming from Advancement to the President's office
- Prepares presidential briefings, materials, correspondence and other component pieces to ensure that they meet expected format and content and have clear measurable deliverables
- Oversees strategy and implementation for major gift meetings including documentation on fundraising metrics and preparation of presentations and speakers

2. Advancement Fellows Program

- Administers the Advancement Fellows Program including curriculum, mentorship and program efficiency

3. Other

- Interfaces with high level volunteer leaders, key donors and alumni on behalf of UCF Advancement
- Responsible for an individual portfolio
- Coordinates portfolio strategies
- Composes agendas
- Collects and analyzes data

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience		
Additional Requirements		

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.