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| Job Title | Assistant Vice President, Annual Giving and Philanthropic Engagement | Job Code | AV0414 |
| Pay Plan | A&P | Pay Grade | 22 |
| Union | Non-Union | FLSA Status | Exempt |
| Job Family | Advancement | Union Code | 0 |
| | | Subfamily | Annual Giving |

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.

Annual Giving Professionals participate in annual fund programs including telemarketing and direct mail. Provides support to University-wide collegiate annual giving programs.

Job Summary

Responsible for strategic management of a comprehensive, integrated, annual giving program. Provides direction and long-range/short-range planning for solicitation and communication strategies focused on increasing the number of donors, their level of financial commitment and their continued support of UCF's fundraising mission.

Representative Duties

1.
 - Designs and executes a comprehensive, strategic annual giving program which fulfills fiscal and participation goals across all constituent groups
 - Creates comprehensive programming for philanthropic engagement across multiple constituencies including, but not limited to leadership annual giving, direct marketing, young alumni engagement and philanthropy, student engagement and philanthropy, parent engagement and philanthropy, faculty and staff giving, and special interest group activity
2.
 - Manages a diverse portfolio of prospects to cultivate and solicit their financial support to the university
3.
 - Provides management oversight, mentoring and strategic planning to annual giving staff whose primary goal is to achieve the successful cultivation, solicitation and stewardship of donors and donor prospects
 - Recruits, trains and manages volunteers within the constituencies of faculty, staff, alumni, parents and friends

| 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 |
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| 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.