



| | | | |
|-------------------|--|--------------------|-------------|
| Job Title | Assistant Vice President College of Medicine Development | Job Code | AV0512 |
| Pay Plan | A&P | Pay Grade | 25 |
| 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 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

Oversees development for the College of Medicine providing direction and leadership toward achievement of revenue goals and initiatives related to charitable giving.

Representative Duties

1.
 - Responsible for the operations of the College of Medicine development staff and manages the associated budget and programs
 - Solicits and identifies alumni, donors and friends of UCF; College of Medicine initiatives
 -
 - 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 annual major gifts solicitation contacts, including fostering of leadership and major gift donors Establishes a stewardship program for all College of Medicine Donors

| Education, Experience, Skill Requirements | | |
|--|-----------------|------------------|
| | Required | Preferred |
| Education Level | Bachelor's | Master's |
| Certification(s) | | |
| Licensure(s) | | |
| Work Experience | | |
| 10+ years 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.