



Job Title	Assistant Vice President Planned Giving	Job Code	AV0513
Pay Plan	A&P	Pay Grade	23
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

Oversees the university-wide identification of and outreach to potential donor prospects capable of considering a planned gift that allows maximization of their giving potential to the University of Central Florida.

Representative Duties

1.

- Responsible for the operations of the Planned Giving staff and manages the associated budget and programs
- Responsible for providing gift planning expertise to prospects/donors and their estate planning counsel
- Provides fundraising counsel and direction to university deans, directors, faculty, and leaders from other university programs

2

- Develops and maintains strategic solicitation plans / policies to enhance donation and expand donor base; designs and implements fundraising campaigns for specific projects
- Partners with Advancement colleagues across campus to assist with maximum impact of individual gifts and actively promotes the importance of planned giving for the future of the University of Central Florida
- Presents workshops and prepares and/or presents technical information to a variety of audiences
- Represents the university locally, regionally, and nationally

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.