



Job Title	Assistant Vice President Advancement Services	Job Code	AV0218
Pay Plan	A&P	Pay Grade	24
Union	Non-Union	FLSA Status	Exempt
Job Family	Advancement	Union Code	0
		Subfamily	Advancement Services

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.

Advancement Services Professionals gather, organize, manage, and disseminate information to ensure sound and effective advancement and overall business decisions of not-for-profit organizations. Includes technology, records, gifts administration, and gift processing.

Job Summary

Ensures the division operates smoothly and effectively daily and supports alumni relations and development to benefit the mission of the university. Oversees areas of Human Resources, Information Technology, Accounting and Gift Processing.

Representative Duties

1.

- Works closely with key leaders on strategic and long-range planning
- Oversees the preparation and submission of an annual operations budget for review and approval
- Manages within the budget and reports accurately on progress made and challenges encountered
- Partners with other members of the management team and the volunteer boards to create a strategic plan and implement new processes and approaches
- Leads the performance management process that measures and evaluates progress against goals for the organization
- Manages and implements services required to operate efficiently and effectively including - space planning, central reception, capital equipment, and central purchasing policies

2.

- Continuously realigns aspects of the organization's operations and support services to facilitate and reinforce the effectiveness of strategic plans including realigning key business processes, the organizational structure, management practices, communications, and the development and deployment of staff
- Assesses and analyzes the financial, administrative and operational implications of proposed actions and decisions by individual areas and departments
- Analyzes the current technology infrastructure and proposes the next level of information technology and financial systems that support the growth of specific programs and the organization overall
- Develops, enhances, implements and enforces policies and procedures of the organization
- Instills a human capital development and coaching culture within the foundation; upgrades human resources functions including: training, development, compensation and benefits, employee relations, performance evaluation and recruiting
- Provides a day-to-day leadership presence and cultivates the values of UCF and the foundation
- Mediates and negotiates with individuals and groups internally and externally
- Provides data and analyses to the Board of Directors of the foundation and alumni association and the Board of Trustees of the university
- Serves as a resource to the boards in making decisions which impact the foundation and its future direction & growth and ensures the committees operation smoothly and efficiently

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		

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.