



Job Title	Assistant Vice President Alumni Engagement	Job Code	AV0316
Pay Plan	A&P	Pay Grade	23
Union	Non-Union	FLSA Status	Exempt
Job Family	Advancement	Union Code	0
		Subfamily	Alumni Engagement

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.

Alumni Engagement Professionals engage alumni in the life of the university. Providing measurable forms of alumni behavior that lead to building a stronger bond with the institution. Includes outreach, chapter management, communications, local and regional events, programs and career services and other forms of connection with alumni.

Job Summary

Responsible for leading the Alumni Engagement Team providing direction and guidance toward the achievement of participation, volunteerism and philanthropic goals.

Representative Duties

1.
 - Provides leadership and oversight of the integrated college and regional alumni engagement programs imparting direction and guidance toward the achievement of participation, volunteerism and philanthropy goals
 - Develops annual and long-term strategies and performance metrics
 - Creates a data-driven alumni engagement program
 - Participates in policy making and interpretation decisions
2.
 - Maintains a portfolio of annual giving prospects/donors and identify, qualify, cultivate and solicit prospects/donors within the alumni community
 - Assimilates discovery-based development work into the core job functions of alumni engagement officers to build the donor pipeline
3.
 - Oversees the strategy and implementation of alumni and development outreach events, both locally and nationally
 - Liaises with the UCF Athletics’ administration to maintain communication between units, to ensure concerted action and cooperation, and to strengthen inter-departmental relations
 - Spearheads the UCF Alumni Board of Directors’ Engagement Committee and work with senior level volunteers and members of the university community

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
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.