



Job Title	Associate Vice President, Advancement Strategy	Job Code	AV0211
Pay Plan	A&P	Pay Grade	25
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 are responsible for gathering, organizing, managing and disseminating information to ensure the sound and effective advancement and overall business decisions of not-for-profit organizations. Usually includes Information Technology, Records, Gifts Administration and Gift Processing.

Job Summary

Serves as a strategic advisor and consultant to the Vice President for Advancement and is a critical member of the leadership team. Supports the Vice President for Advancement across all areas of his responsibility and ensures that the entire advancement team is aligned and executing on a prioritized agenda.

Representative Duties

1.
 - Sets goals in collaboration with senior management that will assist in the achievement of the campaign based college and institutional targets for all campaigns
 - Ensures protocols are in place, adhering to all legal privacy requirements and ethical standards upheld by regulatory bodies and professional organizations
 - Creates presentations, talking points and all public materials for the Vice President for Advancement
 - Ensures a steady flow of prospective donors at appropriate levels to be managed by the Vice President for Advancement
2.
 - Ensures protocols are in place, adhering to all legal privacy requirements and ethical standards upheld by regulatory bodies and professional organizations
 - Advises on the UCF Foundation Board of Director’s initiatives
3.
 - Supervises administrative support to the Vice President for Advancement
 - Responsible for all budgets in the Vice Presidents Office

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
12+ years of 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.