



Job Title	Associate Vice President Athletics Development	Job Code	AV0511
Pay Plan	A&P	Pay Grade	24
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 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 athletic development department for the UCF Foundation (annual fund and major gifts), providing direction and leadership toward achievement of revenue goals and initiatives related to charitable giving.

Representative Duties

1.
 - Responsible for the operations of the athletics development staff and manages the associated budget and programs
 - Ensures that the fundraising activities of the employees, volunteers, and donors are in compliance with applicable rules and regulations of the National Collegiate Athletic Association
 - Ensures that the activities, recognition and donation receipts comply with the applicable rules and regulations of the Internal Revenue Service (IRS) and UCFAA
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 - Solicits and identifies alumni, donors and friends of UCF; athletics 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 fund and major gifts solicitation contacts, including fostering of leadership and major gift donors
 - Establishes a stewardship program for all athletics donors

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		
<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.