



Job Title	Associate Vice President, Central Advancement	Job Code	AV0514
Pay Plan	Executive Service	Pay Grade	25
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

Responsible for providing leadership to members of the UCF Advancement staff and managing the activities of UCF's fundraising efforts. Oversees corporate and foundation relations, planned giving, university-wide advancement, and fundraising for the Colleges of Medicine and Nursing.

Representative Duties

1. Management

- Orients, trains, mentors, coaches and develops staff members, encouraging an appropriate level of independence and supporting professional growth
- Ensures alignment of fundraising goals and strategies with the priority fundraising needs of the University of Central Florida
- Fosters a culture of philanthropy within the organization. Assures that the organization's corporate culture, systems and procedures support fund development

2. Fundraising

- Leads the development of major fundraising campaigns and overall fundraising plans
- Solicits and identifies alumni, donors and friends of UCF

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
12+ 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.