



<b>Job Title</b>	Associate Vice President, Development – Colleges and Units	<b>Job Code</b>	AV0515
<b>Pay Plan</b>	Executive Service	<b>Pay Grade</b>	25
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Advancement	<b>Union Code</b>	0
		<b>Subfamily</b>	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 particular 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.

**Representative Duties**

1.
  - Oversees budgets, programs and projects
  - Orients, trains, mentors, coaches and develops staff members, encouraging an appropriate level of independence and supporting professional growth
  - Effectively leads change initiatives affecting staff
  - Fosters a culture of philanthropy within the organization
  - Assures that the organization’s corporate culture, systems and procedures support fund development
  - Help establish performance measures, monitors results and helps evaluate the program
  
2.
  - Leads the development of major fundraising campaigns
  - Ensures alignment of fundraising goals and strategies with the priority fundraising needs of the University of Central Florida
  - Helps develop a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization that will enable it to attract, retain and motivate donors and fundraising volunteers
  - Collaborates with senior leaders to develop relationships with partners in the public and private sector

<b>Education, Experience, Skill Requirements</b>		
	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	Bachelor's	Master's
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
12+ years of relevant work experience 5+ years of leadership experience		
<b>Additional Requirements</b>		
<ul style="list-style-type: none"> <li>Flexibility in work hours to accommodate some evening and weekend events</li> </ul>		

<b>Physical/Environmental Demands</b>
Standard office environment with no unique physical demands

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**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.**