



<b>Job Title</b>	Associate Vice President, Principal Gifts	<b>Job Code</b>	AV0516
<b>Pay Plan</b>	Executive Service	<b>Pay Grade</b>	24
<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 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 the strategic development of principal gift programs across the university and serves as the lead principal gifts office for the University of Central Florida.

**Representative Duties**

**1.**

- Prepares and implements appropriate strategies for the cultivation and solicitation of an assigned portfolio of high-level individual and corporate donors
- Recommends appropriate cultivation and solicitation strategies and timing for donor/prospect visits, debriefs and manages follow up activity
- Leads collaborative efforts to develop strategy for prospects shared by more than one academic unit; facilitates action plan and monitors implementation of the strategy

**2.**

- Conducts high-level interactions with donors and prospects with a giving capacity of \$500,000 or more
- Achieves annual revenue goals and assists in meeting Advancement's goals

<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.**