



Job Title	Foundation Board Director I, II	Job Code	AV0213, AV0214
Pay Plan	A&P	Pay Grade	18, 20
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

In collaboration with senior management, plans, organizes and leads the strategic planning efforts to advance the UCF Foundation Board. Responsible for the creation and management of a well-coordinated, strategic fundraising plan to maximize support from board members.

Representative Duties

1. Member Relations

- Manages and stewards board member relationships
- Helps to ensure that members are fully engaged with and well informed about the UCF Foundation and the University
- Manages all aspects of the Foundation Board Meetings including planning and organizing committee and full board meetings
- Works with various members of the Foundation staff to coordinate logistics for meetings
- Contracts with vendors, invites guest speakers and coordinates the production and timely distribution of materials to board members

2. Planning and Oversight

- Designs, implements, and manages a comprehensive proactive development plan focused on directing and coordinating activities related to obtaining monetary support from members of the UCF Board of Trustees and the UCF Foundation Board of Directors
- Assists the Leadership Team in reviewing and executing the strategic direction of the Foundation Board and provides strategic direction regarding board membership, involvement, philanthropic participation and bylaws
- Maintains the official records of the Foundation Board to ensure compliance with federal state and local regulations
- Initiates and carries out plans and policies authorized by the Board
- Oversees resolution of project issues agreed upon by the Board

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		

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

Level Addendum
<i>Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.</i>
Level I
<ul style="list-style-type: none"> • 5+ years of relevant work experience • Primarily oversees the Alumni Board of Directors
Level II
<ul style="list-style-type: none"> • 6+ years of relevant work experience • Primarily oversees the Foundation Board of Directors

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.