



<b>Job Title</b>	Vice President, Advancement	<b>Job Code</b>	AV0217
<b>Pay Plan</b>	Executive Service	<b>Pay Grade</b>	0
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Advancement	<b>Union Code</b>	0
		<b>Subfamily</b>	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**

Furtheres the mission and vision of the University of Central Florida by providing leadership, strategic direction, and management oversight for the university’s philanthropic and alumni relations initiatives.

**Representative Duties**

**1. Vice President**

- Responsible for leadership, coordination, and oversight of all fundraising and alumni relations activities for UCF, including major, planned and annual giving, corporate and foundation relations, development operations, campaigns, and alumni engagement
- Provides leadership in the planning, development, and implementation for campaigns
- Manages a personal portfolio of major donors and donor prospects
- Provides leadership and management to the UCF Foundation’s senior leadership team

**2. Chief Executive Officer**

- Serves as Chief Executive Officer of the UCF Foundation, Inc, a 501©(3) nonprofit organization with a mission to encourage, steward, and celebrate charitable contributions from alumni and friends to support the University of Central Florida
- Leads the management of foundation resources, including considerable real estate holdings, and assists the volunteer board in guiding the foundation’s affairs

<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>		
15+ years relevant work experience 7+ years of leadership experience		
<b>Additional Requirements</b>		
<ul style="list-style-type: none"> <li>• Successful senior level fundraising (e.g. capital campaign and major gift solicitation) experience</li> <li>• Knowledge of fundraising procedures and best practices in advancement</li> <li>• Knowledge of higher education principles, practices, and procedures</li> <li>• Knowledge of contemporary information management systems and procedures</li> <li>• Demonstrated ability to work effectively with donors, their families and financial advisors, as well as university constituencies</li> <li>• Experience and ability to work effectively with volunteers and to supervise professional and staff personnel</li> <li>• Superior written and oral communication, motivational, and organizational skills; well versed in negotiating and closing significant gifts and ensuring the success of a results-oriented advancement program</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.**