

**JOB INFORMATION**

Effective Date	10/12/2021
Job Code:	420
Job Title:	Vice President, University Advancement
Salary Grade/Structure:	090 - Admin-Professional
Career Level Name:	E2 - Middle Executive
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Development
Job Family:	Fundraising
Job Summary	The Vice President of University Advancement serves as the executive leader of the university's Advancement vision, mission, and implementation including development, alumni and community relations, and communications functions. By providing leadership and counsel to university administration, and serving as a key representative of the university to external constituencies, the AVP develops and oversees the implementation of the strategic plan to develop relationships, share university messages, and garner support for the university's vision and mission. The VP will serve as the university's top staff fundraiser.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	in Public Affairs, Public Administration, Business, Educational Administration, or a related field.	Required	
Master's Degree	in Public Affairs, Public Administration, Business, Educational Administration, or a related field.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	Minimum nine years of progressive leadership responsibilities and Budgetary Authority experience.	Required	
Considerable	Senior Level management experience in communications, public relations, marketing, community relations, and resource development.  Experience in a higher education setting.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Certified Fund Raising Executive		Preferred	

## Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Communications: must be able to communicate clearly, cogently, and persuasively in written and spoken communications, to large groups and small and in interpersonal communications.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Leadership: must exhibit leadership skills related to the team to be directly managed, to various committees and alumni leadership, and to the university as a whole, including the three primary areas of UA, i.e., alumni and community relations, communications and development. Prefer servant leadership style.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Management: must have experience managing staff, teams and projects in an empowering style.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Budget: must have experience with budget allocation and management.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Strategic planning: must be able to plan effectively, matching program functions to university goals.</li> </ul>	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Provide executive level leadership, counsel and strategic planning to integrate University Advancement functions to various university programs and functions in support of the university's mission and goals.</li> </ul>	20%
<ul style="list-style-type: none"> <li>Provide leadership, vision and management oversight to the three units of UA: Alumni/Community Relations, Communications and Development</li> </ul>	15%
<ul style="list-style-type: none"> <li>Represent UA and/or the university at various internal or external events, gatherings or committees.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Be directly involved with strategic relationship building to enhance university partnerships. donor cultivation and stewardship, and alumni engagement.</li> </ul>	50%
<ul style="list-style-type: none"> <li>Other duties as assigned.</li> </ul>	0%

## PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description