

Job Level	Associate Vice President of Philanthropic Operations	Senior Management Level II
Problem Solving	<ul style="list-style-type: none"> * Participates in strategic planning for the cultivation and solicitation of prospects managed by the office of the VP on behalf of the President. * Work with VP to implement, monitor, and review the fundraising efforts and strategy for all Colleges and communicate strategies, policies and procedures effectively to development staff. * Manage daily operations of the VPUA office, working with its team members to coordinate projects, respond to request and meet deadlines. * Shares responsibility for long-range planning and priorities and participates as part of the senior executive leadership team for Advancement. * Undertakes and coordinates special projects and research for the VP. * Oversees VP prospect management including coordination of cultivation, solicitation, and stewardship activities. * Works across the organization to solve systemic problems, create large scale efficiencies and puts in place new or improved practices in the advancement profession. * Prepare and deliver campaign reports that analyze campaign progress at all levels, including progress with the University's most important donor prospects on campaign priorities. * Plans, facilitates, and accomplishes strategically identified, cross functional projects and campaign process improvements designed to enhance individual, team, and organizational performance. * Develop and clearly communicate efforts to benchmark peer institutions to identify best practices and innovative ideas in higher education advancement. 	<ul style="list-style-type: none"> ▪ Resolves complex issues with long term impact ▪ Resolutions may lead to new ways of conducting operations or changes to University Policy.
Interaction/ Communication	<ul style="list-style-type: none"> * Serves as a principal advisor to the VPUA on Advancement matters and as a liaison to Advancement and College partners. * Participates in campaign strategy development and may serve as a campaign liaison between Advancement and designated areas of the University to support campaign priorities * Serves on University committees and represents the interests and perspective of Advancement; maintains liaison with various campus administrative offices and staff. 	<ul style="list-style-type: none"> ▪ May report to an officer or executive director.
University Impact	<ul style="list-style-type: none"> * The Associate Vice President of Philanthropic Operations will bring strategic vision and discipline to the program, specifically as it pertains to fundraising performance metrics and campaign reporting and objectives. * Provides leadership for the comprehensive campaign including strategic planning, management, execution and coordination of other divisions in order to achieve goals. Convenes work groups, facilitates difficult or complex discussions, manages progress and otherwise makes sure assigned initiatives are successful. * Responsible for fundraising support of the comprehensive strategy. 	<ul style="list-style-type: none"> ▪ Set strategy for functional area or department in line with mission of the University. ▪ Must be head of a department as defined and assigned by the University for Director designation
Financial/ Budget Responsibility	<ul style="list-style-type: none"> * Work with VP to implement, monitor, and review the fundraising efforts and strategy for all Colleges and communicate strategies, policies and procedures effectively to development staff. * The AVP will oversee campaign operations in conjunction with leadership; supervise the preparation and delivery of development reports; review and develop proposals; provide supervisory functions for the major gift fundraisers in the College of Natural Sciences, will be responsible for the FY19 CNS fundraising goal of \$8.25 million, oversee a \$100,000 operations budget; 	<ul style="list-style-type: none"> ▪ Has full oversight of budget for a department.

People
Management

* The College of Natural Sciences Development Unit (5 FTE's); directly Director of Development for CNS, indirectly; 4 FTE's; Associate Director, 2- Assistant Directors, and a Donor Relations Coordinator.

- Provides direction for function/department/unit through other managers.
- People management responsibilities for pay reviews, performance management and resource planning