JOB DESCRIPTION

TITLE

Associate Vice President for Development

JOB SUMMARY

Reporting to the Vice President for University Advancement, the Associate Vice President for Development provides strategic leadership, direction, and management for TWU's fundraising programs. The Associate Vice President is responsible for managing the annual giving, special gifts and major gifts departments. This position is charged with meeting University targets and contributing to the overall growth of private philanthropy and will carry a reasonably sized prospect pool.

The Associate Vice President for Development is a key member of the leadership team, who develops specific metrics and performance plans that hold each development officer accountable for individual and overall fundraising goals. In addition, the AVP is responsible for maintaining the prospect management system to ensure that there is a robust and continuous pipeline of major gift prospects so that the University may reach its philanthropic goals and a donor relations program as it relates to increasing donor retention and level of support. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Vice President for University Advancement

Supervises: The Development Team (Development Officers I & II, Development Coordinators, Donor Relations, Annual Giving)

ESSENTIAL DUTIES - May include, but not limited to the following:

- Develops and maintains a personal prospect pool of leadership and major gift prospects to cultivate, solicit and steward.
• Mentors, trains, and leads centralized gift officers (Development Coordinators and Development Officers).
• Provides the essential leadership and guidance for development officers to maximize productivity.
• Sets performance standards, evaluate performance.
• Implements professional development activities for ongoing mentorship.
• Oversees the planning and implementation of the Annual Giving and Donor Retention Programs.
• Coordinates the planning and management of the Presidential-level events for the cultivation and solicitation of major gift prospects in support of University priorities.
• Develops short- and long-range strategic plans for fundraising efforts by developing and maintaining a prospect management system that builds a pipeline of prospective donors and ensures effective coordination between annual giving, special gifts and major gifts.
• Helps recruit, develop, and retain high-performing development staff.
• Provides formal performance appraisals to staff to inspire accountability, success, continuous improvement, and professional growth.
• Collaborates with other AVPs within Advancement, including Alumni Relations and Advancement Services, on all fundraising activities.
• Facilitates the development of relationships with campus partners through presentations, personal meetings, regular communications, or arranging for meetings with advancement management and/or programmatic staff.
• Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

**ADDITIONAL DUTIES**

• Performs other duties as requested.

**EDUCATION**

Bachelor’s Degree required.

**EXPERIENCE**

Candidates must have a minimum of 6 years of experience in higher education. Demonstrated successful and progressively responsible management experience in higher education. Proven experience in major individual gift fundraising, preferably in higher education, and in cultivating and soliciting prospects capable of gifts at the $100K+ level. Major gift and management success working during a large capital campaign in a sophisticated and complex environment. Experience working in or overseeing an annual giving program, preferably in higher education.
REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Broad knowledge of the principles of fundraising – able to participate in all aspects of the gift cycle: (1) to initiate contacts with potential donors; (2) to develop appropriate cultivation strategies for them, including working with volunteers and senior university administrators; (3) to move potential donors in an appropriate and timely fashion toward solicitation and closure; (4) to make solicitations when appropriate; (5) to maintain stewardship contacts with donors.
- Understanding of the needs and interests of major donors in order to develop relationships between them and the University.
- Demonstrated leadership and the ability to successfully manage multi-functional or diverse areas.
- Broad knowledge of tax laws that impact charitable giving, personal assets and estates.
- Excellent oral, written and interpersonal skills required.
- Problem-solving, research and analytical skills.
- Solid relationship-building skills, able to interface with external constituents, leading faculty, administrators and trustees.
- Must be a creative and effective leader with expertise in strategic planning, program implementation, personnel management, and accountability.
- Must be able to work in a fast-paced office environment.
- Knowledge of computer technology and software programs and their application to information management.
- Able to initiate, analyze, monitor, evaluate and advance strategic advancement plans.
- Able to articulate the case for support so that individuals "buy in" to the vision/mission/goals of the university and with sufficient effectiveness to secure gifts at assigned donor giving levels.
- Must have a valid drivers’ license, for travel to business related events in and out of state.
- Evening and weekend work will be required.
- Ability to use a personal computer and other office equipment, including university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** ____________________________ **Date:** __________

**Printed Employee Name:** ____________________________

*Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.*

*Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.*
All positions at Texas Woman's University are deemed security sensitive requiring background checks.