



**DATE ISSUED:** 10/16  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Associate Vice President for Advancement

### ***JOB SUMMARY***

Reporting to the Vice President for University Advancement, the Associate Vice President for Advancement provides strategic leadership, direction, and operational management for TWU's Division of Advancement. The Associate Vice President is responsible for ensuring that cost effective operations and framework are in place to support all staff and volunteers in order to achieve University Advancement's goals and objectives. The incumbent is a key member of the division's leadership team, who develops and maintains strong relationships with the academic leadership and other institutional stakeholders in order to create an integrated planning process that will incorporate all streams of fund raising into institutional planning. This position ensures that the organization is well positioned in a rapidly evolving and competitive environment by being an agent for ongoing organizational change. The position is responsible for looking at overall strategic developmental concerns for planning multi-year, multi-faceted approaches to financial resource development and ensures that strategies are clearly understood by all stakeholders and that the organization is achieving its strategic goals at the optimum pace. In conjunction with the Vice President for Institutional Advancement and University Advancement's executive team this position identifies opportunities to advance the mission of the division and the university. This position acts as a representative and ambassador to promote positive relationships and strong partnerships for the benefit of the university. The incumbent must build relationships with donors, prospective donors, faculty, staff and other stakeholders in order to build strong institutional affinity in support of the philanthropic goals of the University. The Associate Vice President is also responsible for developing specific metrics and performance plans that hold each unit accountable for overall goals. 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

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*Supervises: Gift Processing, Bio Records/Data Management, Special Events Planning, Prospect Research & Management, Budget Planning, Donor Relations, Foundation Relations, and Development Writing.*

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

- Provides strategic leadership and direction to all academic units to drive increased advancement activity and total contributions.
- Supervises the staff responsible for biographical records management, gift records, prospect research, stewardship and scholarship programs, recognition and acknowledgement; plans and administers the Division of Advancement budget; establishes work standards; hires, trains, supervises, and evaluates staff.
- Ensures timely receipt and acknowledgement of gifts including development of a schedule of and highly personalized acknowledgments.
- Oversees and maintains compliance of all state and federal regulations as it relates to receipting of charitable gifts, the prudent management of institutional funds, and maintaining a favorable charitable organization status.
- Works with departments to ensure adherence to University policy regarding the acceptance of tangible gifts (GIKs) prior to their referral to the Vice President, Institutional Advancement for review and approval; Works with donors, brokers and custodians on stock transfers in support of gift officer.
- Develops and maintains system for tracking endowed fund data including scholarship contacts, student recipients, annual awards, market values, and changes to award criteria; Oversees the production of annual summary letters to endowed fund contacts.
- Assures all Advancement Division gift records correspond with the records of the Business and Finance office.
- Works with development, alumni relations and authorized college users to develop overall information strategies, respond to information requests and enhance the value and use of the information for development, alumni and external programs.
- Directs a comprehensive data management plan to include ongoing data clean-up and enhanced data.
- Coordinates all research aspects for Major Gifts, including creating and implementing procedures and developing process for assignment and tracking of major gift prospects.
- Oversees event process design and delegate assignments for all event activities that raise the university's profile, cultivate or recognize donors, or are signature events for the Division of Institutional Advancement and the University as a whole.
- 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**

Master's degree required.

### **EXPERIENCE**

Eight years of experience in higher education. Demonstrated successful and progressively responsible management experience in higher education. Involvement in strategic planning that led to a major, comprehensive or capital campaign.

### **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:**

- Ability to work independently and as a part of a collaborative team.
- 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.
- Ability to develop and maintain effective work relationships.
- Ability to communicate effectively, both orally and in writing.
- Ability to travel to business related events in and out of state.
- 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.

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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.***

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***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***