



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 05/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Vice President for University Advancement

JOB SUMMARY

The Vice President for University Advancement serves as the senior administrative officer responsible for fundraising and alumni relations and as executive director of the TWU Foundation. Provides innovative and strategic leadership for planning, implementation and administration of comprehensive fundraising, foundation operations, and alumni initiatives on behalf of the University and all of its components. Fosters a culture of philanthropy within the University to increase ongoing private and public sector financial support benefiting the University, its students, employees, and the foundation. Work is performed under the administrative supervision of the Chancellor and President with broad latitude for independent judgment and initiative, 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: University Chancellor and President

Supervises: Associate Vice President, Development; Associate Vice President, Advancement; Director, Alumni Relations; Executive Director, Strategic Initiatives and Philanthropic Partnerships, and Development Associate.

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

- Serves as a member of the Chancellor's Cabinet, playing a critical role as a strategic voice in the creation, articulation, and implementation of institutional goals and objectives.
- Provides strong leadership that demonstrates and promotes TWU's core values and inspires increased engagement and commitment.
- Leads, manages, supervises, and directs all areas of the University Advancement Office including, but not limited to, annual giving, major gifts, corporate giving, foundation giving, planned giving, special events fund raising, alumni relations, and related programs.

- Develops and implements a strategic plan to guide all advancement initiatives including innovative planning, implementation, and administration of a comprehensive fundraising initiative as well as performance measures designed to monitor and maximize the effectiveness of the University's advancement programs.
- Compiles information and reports as needed for executive management.
- Presents information and reports as needed to the Board of Regents.
- Develops reliable and ambitious fundraising and alumni activity goals and projections partnered with effective strategies and stewardship programs.
- Leads staff and volunteers to institutionalize philanthropy and fund development within the University while providing overall leadership and support for advancement staff and engaging volunteers as appropriate in relationship cultivation activities.
- Oversees communication with alumni.
- Plans, coordinates, and evaluates short and long range goals for University Advancement.
- Develops, proposes, monitors, evaluates and administers policies and procedures in the area of fundraising management.
- Identifies, cultivates, and solicits prospects and current donors for the purpose of negotiating and closing various planned giving arrangements, major outright gifts, and endowments.
- Provides leadership in developing and maintaining integrated comprehensive internal and external fund development activities for the University.
- Serves as the Chief Operating Officer of the TWU Foundation.
- Builds and manages the staff, assists the Chairperson in meetings, and agenda preparation and represents the operations of the Foundation to all University interests and external inquiries.
- Communicates and consults with the president and chancellor on a regular basis.
- Collaborates with other cabinet members on strategic initiatives.
- 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. Advanced degree preferred.

EXPERIENCE

Eight years of strong advancement experience with a demonstrated record of successful leadership in a high-performing development program. Must possess strong leadership and

communications skills as well as supervisory experience. Proven experience in a senior higher education advancement role preferred.

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 build productive relationships with the president's cabinet and other senior academic leaders, development colleagues, corporate leaders, philanthropists, alumni, and other constituents important to the success of Texas Woman's University.
- Confidence and the ability to provide advice, as needed, and to serve as a strategic thought partner to University leadership and key colleagues.
- Knowledge of and skill in developing and implementing best practices in philanthropy, including the formation of major strategic priorities, and management of key functional areas in development, including major gifts, annual fundraising, planned giving, institutional giving, events, and affinity groups.
- Ability to plan, direct, and evaluate a complex advancement operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution;.
- Knowledge of and sensitivity to overall issues of governance.
- An understanding of academic culture combined with a deep appreciation for the power and value of TWU's mission.
- A positive, results-oriented, and passionate desire to work intensively to achieve TWU's strategic goals.
- Professional demeanor, good interpersonal skills, and ability to relate easily to a wide range of groups.
- Tact, diplomacy, and confidentiality in dealing with members of the University community and the University's donors.
- Independent thinking and creativity.
- Leadership, flexibility, efficiency, attention to detail, and the ability to prioritize tasks and meet deadlines for a wide variety of assignments.
- Proven ability to recruit and retain high-performing team members. High expectations for and outstanding ability to motivate and empower staff to get results.
- Precision and facility with language; judgment needed for effective communications; and strong writing, editing, and speaking skills.
- Ability to represent the University in a variety of settings as required.
- Willingness to travel extensively both regionally and nationally.
- The initiative and drive to work independently when needed.
- Financial acumen including the ability to apply budgetary and fiscal planning techniques within financial constraints.

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- Ability to use a personal computer and other office equipment, including related 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 the 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:** _____

Employee Printed 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

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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.