**Associate Vice President for Main Campus Development**

The Associate Vice President for Main Campus Development (AVP) provides leadership, vision, and strategic direction for numerous college and unit fundraising programs. Reporting to the Senior Vice President (SVP) for University Development, this position is a key member of the University Development Program (UDP) Senior Staff, providing support and coordinating the resources of other operating units to achieve optimum financial results. This position also works with senior University and UDP leaders, deans, department heads, faculty, and staff to achieve established fundraising goals and objectives.

The primary responsibilities of the Associate Vice President of Development are:

- Working under the direction of the SVP, this position is responsible for supporting and coordinating major-gift fundraising strategies for approximately ten (10) main campus colleges and units. - 80% of time;
- Create and manage an original portfolio of 20-25 prospects, serving as a major/principal gifts officer who cultivates relationships, submits major/principal proposals, and stewards high level donors, spearhead specific fundraising initiatives as appropriate - 20% of time.

The successful candidate will work very closely with deans and unit directors and their development team members to foster a culture of major gift philanthropy, implement best practices, and to lead by example in personally implementing successful fundraising strategies with his/her own assigned prospects and donors and following UA and UDP relevant policies and procedures.

**Essential Functions/Major Responsibilities:**

- Assist in recruitment, training, coaching, and mentoring development professionals.
- Work with UA Foundation colleagues, UA senior leadership, college/unit development officers, and deans/unit directors to establish annual fundraising goals and guide specific fundraising strategies that are aligned with the UA Development Program goals; reviewing and developing a moves management approach that takes prospects from identification through stewardship.
- Executes agreed upon metrics including donor/prospect visits, major/principal gift asks and funds raised.
- Coordinate and execute quarterly team strategy meetings for top open proposals for current fiscal year for both lead and non-lead development officers.
- Working with UDP senior staff and UDP Talent Management, identify and assist in creating and executing appropriate training and professional development opportunities.
- Ensure accountability for fundraising metrics of the team and exemplify accountability and transparency by routinely recording contact reports, proposals, and other pertinent information, and following UA and UDP development-related policies and procedures.
- Support consistent messaging with development team, supporting overall goals, objectives, and processes.
- Educate and inform various internal and external constituent groups about development services provided by the University Development Program.
• Manage and direct relationships with consultants on matters related to advancing the major-gift program and professional development of the major-gift team.
• Collaborate with senior University administrators and academic leadership team members, as well as other University, Development Program and community leaders, on matters related to soliciting and securing private support for the advancement of the University of Arizona to ensure solid communication with all colleges/units across campus in the execution of duties.
• Represent UDP at campus and community events.
• Demonstrate and build a spirit of teamwork within a large and diverse organization.

Job Scope:
The duties of the Assistant Vice President are essential to the successful performance of the UA Development Program. The position may regularly work with minimal supervision and will regularly exercise independent judgment. While the position is expected to follow all UAF and UA organizational policies (accounting, personnel, contracts, etc.), he/she will have the opportunity to recommend procedure changes regarding programs and events issues.

Interpersonal Contacts:
Interpersonal contacts are frequent and varied and include, but are not limited to, UA/UAF donors and prospects, UA administrators and campus leadership, faculty, staff, students and vendors.

Supervisory Responsibility:
This position has joint supervisory responsibility with college/unit deans of lead major gift officers.

Desired Skills & Abilities:
• Ability to meet deadlines, prioritize assignments and handle multiple projects simultaneously.
• Excellent organizational, communication, interpersonal, and networking skills with large groups, as well as with individuals at high levels.
• Ability to understand and work within budgetary procedures, policies, and restrictions.
• Skill in operating PC-based software such as word-processing (MS Word), internet, and spreadsheets (Excel).
• Excellent communication skills.
• Excellent interpersonal skills and the ability to create personal relationships.
• Ability to understand and work within budgetary procedures, policies, and restrictions.
• Ability to lead, manage and mentor development professionals.
• Physical ability to operate basic office machinery.
• Can contribute to and adapt in a highly collaborative working environment.
• Ability to work effectively with a wide variety of individuals, including development officers, deans, faculty, and staff at corporations and foundations.
Minimum Qualifications:

- Bachelor’s degree and eight (8) years fundraising experience in higher education.
- Management experience of development professionals and support staff.
- A proven track record of success in soliciting and securing major gifts.
- Familiarity with large comprehensive public university development programs and previous experience leading a major-gift program.
- Commitment to team management approaches.
- Knowledge of donor database systems, such as Raiser’s Edge and Blackbaud CRM.
- Demonstrated success in personally cultivating, soliciting, and securing gifts at the $1,000,000+ level.
- Demonstrated success in planning, organizing and managing fundraising programs.
- Demonstrated capability to be professional, diplomatic, persuasive, donor centric, collegial, and effective in working with dynamic, diverse groups to include families, students, faculty, alumni, professionals, university leadership and others.
- Demonstrated excellence in providing superb customer service skills.
- Any equivalent combination of experience, training and/or education.

Work Environment:

- Overnight regional and national travel is required.
- Work and travel during evenings and weekends is required to meet with donors and/or attend special events.
- Travel to various offices and departments across campus and/or non-campus locations for Foundation or University business required.
- Must have a valid driver’s license.

Job Specifics:

Department: University Programs  
Hours: 40+ per week  
Opening: May 14 2018  
Closing: Open Until Filled  
Classification: Exempt, Professional  
Benefits: Yes  

Apply: E-mail a letter of interest, resume, and three professional references to: HRTM@uafoundation.org. Please include job number UP1801 in the subject line.

TUCSON, ARIZONA

With an average of 350 sunny days a year, Tucson is an ideal place to live, work, and play. The Sonoran Desert landscape in the Tucson basin offers lush saguaro forests, awe-inspiring mountain ranges, and some of the best sunsets on the planet. The nation’s First Capital of Gastronomy, Tucson is also known for its Optics Valley, premier health services center, the astronomy center of the world, and of course, the University of Arizona.

UNIVERSITY OF ARIZONA DEVELOPMENT

To advance the University’s mission, aspirations and goals, the University of Arizona and University of Arizona Foundation are striving to double fundraising by 2024 through the work of the University Development Program (UDP). UDP leaders are focused on creating a strong fundraising team culture and practice, with an emphasis on investing in our team’s professional development.

LEARN MORE

Chris Wolf, Talent Acquisition Manager  
Chris.Wolf@uafoundation.org  
520-621-8030

The University of Arizona Foundation is an Equal Opportunity Employer.