

University of Houston – Clear Lake

Position Description

Job Title: **Associate Vice President, University Advancement**

Job Code: **0420**

Pay Grade: **090**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree from an accredited university or college.	Master's degree in related field.
Experience	Minimum of five yers of related experience, including at least two with oversight of staff and two years of budgetary authority.	Seven years of related experience, with three years in the public higher education field.
License/Certification		Certified Fund Raising Executive

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The AVP of University Advancement serves as the executive leader of the university's Advancement vision, mission and implementation including development, alumni and community relations, and communications functions. By providing leadership and counsel to university administration, and serving as a key representative of the university to external constituencies, the AVP develops and oversees the implementation of the strategic plan to develop relationships, share university messages, and garner support for the university's vision and mission. The AVP will serve as the university's top staff fundraiser.

Duties and responsibilities

% Time

Be directly involved with strategic relationship building to enhance university partnerships. donor cultivation and stewardship, and alumni engagement.	50
Provide executive level leadership, counsel and strategic planning to integrate University Advancement functions to various university programs and functions in support of the university's mission and goals.	20
Provide leadership, vision and management oversight to the three units of UA: Alumni/Community Relations, Communications and Development	15
Represent UA and/or the university at various internal or external events, gatherings or committes.	15

This position description describes the general qualifications, duties and responsibilities of work being performed.