

UNIVERSITY *of* WEST FLORIDA

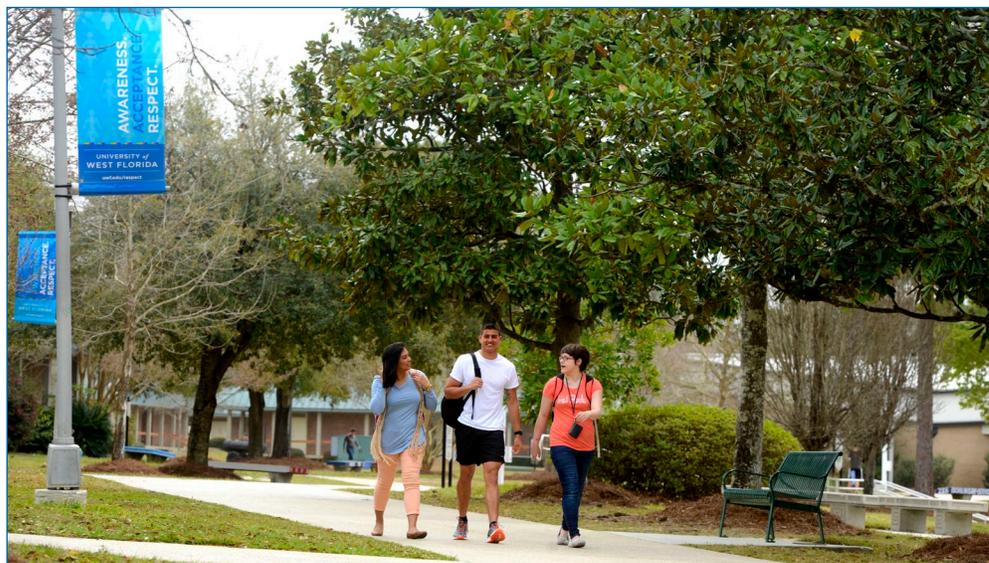


College of Business

Announcing an Executive Search for the **Associate Vice President for Development**

Pensacola, Florida

Associate Vice President for Development Search



The **University of West Florida** invites applications and nominations for the fundraising leadership position of **Associate Vice President for Development**. The incumbent is responsible for fundraising activities and managing and building an effective fundraising team. The Associate Vice President reports directly to the Vice President for University Advancement.



The Opportunity

The University of West Florida's Division of University Advancement has a team of more than 75 professionals. The Division includes Alumni Relations, Advancement Services, and Development. It also manages the UWF Foundation, Inc.; the UWF Historic Trust, which collects, preserves, interprets, and shares the history of Northwest Florida; the Pensacola Museum of Art; and WUWF Public Media, which offers public radio, TV, and online services.

The UWF Foundation, Inc., is a not-for-profit organization established in 1965 for the purpose of accepting, managing, and administering private gifts and resources to support the mission and vision of UWF. The Vice President for University Advancement reports to a 28-member Board of Directors. Currently, the Foundation has an endowment investment pool of more than \$89 million, which helps fund the growth and enhancement of academic and research programs and student support.

In November 2016 the University celebrated the launch of the public phase of its *50th Anniversary Capital Campaign* with a fundraising goal of \$50 million – the largest capital campaign in the University's history. Having raised more than \$48 million during its quiet phase, the capital campaign is close to \$63 million to date and is expected to exceed that figure when it concludes December 31, 2017.

The campaign has received some of the largest gifts in University history. Two gifts have resulted in the Hal Marcus College of Science & Engineering in 2016 and the Usha Kundu MD, College of Health in 2017.

The Position

The Associate Vice President for Development serves as a principal

advisor to the Vice President for University Advancement. The AVP is responsible for leadership of campaign planning, divisional assessments, donor stewardship/relations, reporting, prospect management, gift processing, and research.

The AVP is responsible for leading the major gift officer team and donor relations. In addition, the AVP provides leadership, strategic planning, counsel, and assistance to directors of divisional units on matters relating to fundraising, accountability, and staffing. Areas reporting to the AVP are Major and Planned Giving, Annual Giving, Donor Relations, and Stewardship.

Ensuring that advancement policies and procedures are in accordance with best practices, the AVP provides leadership and management of campus-wide development activities in consultation with the deans and directors of individual colleges, schools, direct support corporations, and athletics.

The AVP is responsible for raising significant philanthropic support by carrying a personal major gift portfolio. Other responsibilities include developing, implementing, and leading a comprehensive planned/deferred giving policy/plan.

To accomplish the goals of the office, the AVP must have an understanding of charitable giving, nonprofit organizations, and the State of Florida statutes regarding matching gifts. The AVP should be knowledgeable of planned giving vehicles and understand their tax consequences.

The AVP will be expected to travel as this administrator has regular contact

University of West Florida Vision Statement

A spirited community of learners, launching the next generation of big thinkers who will change the world.

Associate Vice President for Development Search



University of West Florida Mission Statement

Our mission at UWF is to:

- *Provide high-quality undergraduate and graduate education,*
- *Conduct teaching and research that services the body of knowledge, and*
- *Contribute to the needs of professions and society*

with alumni, friends, prospects, and donors locally, regionally, and nationally. Evening and weekend work is necessary.

The AVP works with administrators and faculty in relation to gifts to UWF and other business related to the Division of University Advancement. The AVP also assists UWF staff in responding to inquiries related to writing proposals, scholarship agreements, as well as donor inquiries about merit-based and need-based scholarships. Contact occurs with students for the purpose of campus tours, special events and performances, and other related activities and events.

Essential Functions of the AVP:

Fundraising

- Supervise coordination of all initiatives and procedures of upcoming/current fundraising campaigns
- Maintain a personal portfolio of individual major gift donors with annual specific goals and objectives, including cultivation and solicitation
- Develop and maintain positive relationships with the University's various boards, key executive staff, and volunteer leaders in support of the University's fundraising efforts
- Act as a liaison to Colleges, Centers, Schools, and Departments for all development activities
- Attend donor recognition events, alumni functions, BOT and Foundation

Board meetings, and other university activities as needed

- Develop, oversee, and lead a comprehensive Deferred/Planned Gift initiative
- Research and write specific planned giving presentations, endowed scholarship agreements, and other proposals as needed

Strategic Planning

- Work in coordination with the Vice President for University Advancement and senior leadership team to oversee the development and implementation of both long- and short-term strategic planning for the Division of University Advancement

- Set annual and campaign goals for university development
- Develop, maintain, and revise policies and plans within the Division of University Advancement as needed

Management

In conjunction with the Vice President for University Advancement and senior leadership team:

- Develop and monitor metrics for development officers with specific quarterly/annual goals
- Monitor development, operations, and donor relations budgets in addition to integral policies and procedures
- Provide leadership and assistance to directors of the assigned units on matters relating to fundraising, accountability, and staffing – specifically responsible for supervision of annual giving, donor relations, and major gift officers
- Additional oversight and managerial responsibilities of campaign operations, volunteer support, and public relations

Requirements

Candidates must have a bachelor's degree in an appropriate area of specialization and at least eight years of appropriate experience, or a master's degree in an appropriate area of specialization and at least six years of appropriate experience.



Associate Vice President for Development Search

Preferred Qualifications

- At least a bachelor's degree in an appropriate area of specialization and 12 years or more of appropriate experience
- Intermediate level competency with Raiser's Edge database system
- Record of success leading a metrics driven fundraising team
- Knowledge of planned gift vehicles, i.e. annuities, trusts, life estates, etc.
- Experience communicating with professional advisors, i.e., attorneys, CPAs, etc., to cultivate donors and close gifts
- Ability to use and produce planned giving proposals using PG Calc software
- Ability to develop proposals utilizing excellent written communication skills

Abilities and Experience:

- Demonstrated ability to cultivate donors and close major gifts

- Ability to develop proposals utilizing excellent written communication skills
- Proven success with management of other advancement staff
- Excellent written and oral communication skills
- High degree of confidentiality and discretion
- Strong interpersonal skills
- Ability to manage multiple projects

University of West Florida

Founded in 1963, the University of West Florida is a vibrant, distinctive institute of higher learning with undergraduate, graduate, and targeted research programs. On January 1, 2017, Dr. Martha D. Saunders became the sixth president of the University. She had served as Provost and Executive Vice President of UWF since 2013.

President Saunders' vision for UWF is for it to grow beyond its beginnings as a regional comprehensive university.

She plans to build on the University's strengths and its undergraduate traditions while creating programs that will attract the faculty and research funding needed to make the leap to the next level.

The University has received numerous national rankings. The *Chronicle for Higher Education* has listed UWF in its "Great Colleges to Work For" issue six times since 2008.

With multiple locations in Northwest Florida, the University serves more than 13,000 undergraduate and graduate students, with 60 percent attending full-time. More than 45 undergraduate degree programs, 25 master's degree programs, two specialist degrees, and a doctorate in education are offered through five colleges: College of Arts, Social Sciences & Humanities; College of Business; College of Education and Professional Studies; Usha Kundu, MD College of Health; and Hal Marcus College of Science & Engineering.

Dedicated to helping students realize their full potential, UWF favors small class sizes with quality teacher-scholars who deliver personalized, hands-on learning, and leadership opportunities. The University offers a dynamic learning environment that inspires innovation, creativity, and collaboration and is focused on student success.

The University has three locations: Pensacola, Emerald Coast, and historic Pensacola.

The Pensacola Campus spans 1,600 acres and is located just minutes away from historic Pensacola and some of the world's best beaches. It features state-of-the-art facilities, residence halls, and a beautiful landscape that offers a variety of recreational activities.

UWF serves students along the Emerald Coast through its Fort Walton Beach campus, Crestview Office, and Hurlburt Field Office. Catering to the needs of traditional and non-traditional students,



The University received a gift in excess of \$5 million from Dr. Usha and Mahadeb Kundu. UWF's College of Health has been named in Dr. Kundu's honor and is now the Usha Kundu, MD College of Health. Dr. Kundu has her medical practice in Pensacola.

Associate Vice President for Development Search

UWF Emerald Coast offers curriculums specifically for students who have earned 60 or more semester hours.

Managed by UWF Historic Trust, the University owns and operates 28 properties on 8.5 acres in historic downtown Pensacola, as well as the Arcadia Mill archeological site in Santa Rosa County. The properties include museums, centers, monuments, and sites, which serve as living laboratories for students interested in history, archeology, and tourism fields. UWF Historic Trust is a non-profit, direct-support organization of the University that is dedicated to collecting, preserving, interpreting, and sharing the history of Northwest Florida.

UWF fields 15 men's and women's intercollegiate sports. The Argonauts are members of the Gulf South (East Division) of the NCAA Division II.

See more information at www.uwf.edu.

Pensacola, Florida

The westernmost city in the Florida Panhandle, Pensacola's metropolitan area has a population of about 461,000. The area offers an outstanding blend of historic resolve and cosmopolitan progress.

In addition to its popular white sand beaches and opportunities for water recreation, Pensacola is home to a vibrant arts and culture scene, showcased at the Pensacola Museum of Art, Anna Lamar Switzer Center for Visual Arts, Museum of Commerce, Pensacola Lighthouse, Pensacola Historic Museum, Ballet Pensacola, and Pensacola Saenger Theatre. The city also hosts annual festivals, cultural events, and performances throughout the year.

Known as the "Cradle of Naval Aviation," Pensacola boasts American air and space history. The city is home to the first U.S. Naval Air Station, established in 1914, and the National Naval Aviation Museum.



The campaign has received more than \$18 million in gifts and pledges for scholarships, including a \$1 million gift from UWF Marketing and Economics professor Bob Kimball to establish the Bill and Ellie Kimball Memorial Undergraduate Scholarship Award in memory of his parents.

Convenient to both I-10 and I-65, the city is three hours from Tallahassee,

four hours from New Orleans, and approximately five hours from Atlanta.

Application and Nomination Process

Confidential inquiries are welcomed and nominations are invited.

1. To Apply - Applications must include:

- A letter of interest
- A current resume
- At least five references with full contact information, including e-mail addresses (References will not be contacted without consent from applicants.)

2. Submit applications to: UWF-AVP-Dev@myersmcrac.com

For best consideration, submit application materials by **January 15, 2018**.

Nominations should include contact information, including the e-mail address, for the individual being nominated.

Submit nominations to: UWF-Dev-nominate@myersmcrac.com

Emily Parker Myers, CEO, and Kenny Daugherty, President, of Myers McRae Executive Search and Consulting are assisting the University with this search.



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The University of West Florida is an Equal Opportunity/Access/Affirmative Action/Disabled/Veteran employer. Any individual requiring special accommodations to apply is requested to advise UWF by contacting Human Resources at 1-850-474-2694 (voice) or 1-850-857-6158 (TTY). A criminal background check is required for successful candidates. E-Verify requirements may apply for employment in certain positions. All applications for employment at the University are subject to Florida public records law.