

## Position Description

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| <b>Classification Title:</b>                                    | Vice Chancellor for University Advancement   |
| <b>Working Title:</b>   | Vice Chancellor for University Advancement and CEO of the University of Wisconsin-Stevens Point Foundation, Inc  |
| <b>Supervisor's Working Title:</b>                              | Chancellor   |
| <b>Hours/Shift:</b>   | M-F 8 am – 4:30 pm, evening and weekend hours as needed  |
| <b>Department:</b>  | University Advancement   |
| <b>Supervisory Position:</b>                                    | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  |
| <b>Employee Category:</b>                                       | Limited  |
| <b>FLSA Status:</b>   | <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt   |
| <b>Date Created/Updated:</b>                                    | 09/01/2021   |
| <b>Position of Trust:</b>                                       | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>(Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)   |
| <b>Position of Trust with Access to Vulnerable Populations:</b> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>(Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are <u>not</u> enrolled or accepted for enrollment at a UW System Institution, and medical patients) |

### Position Summary

The Vice Chancellor for University Advancement serves as the university's chief development officer and serves as the CEO in consultation and cooperation with the University of Wisconsin Stevens Point Foundation, Inc., a separate non-stock, non-profit corporation (the "Foundation"). The Vice Chancellor will work closely with campus partners to craft a development vision that is consistent with the university's strategic plan and create and execute a capital campaign strategy to satisfy objectives that flow from that collaboration. The administrative functions directly responsible to the Vice Chancellor are Alumni Engagement, Major Gifts, Foundation, and Advancement Operations. The Vice Chancellor is responsible for the personnel, budgets, and programs of these areas.

The Vice Chancellor reports to the Chancellor, is an active participant as a member of the Chancellor's executive staff, serves on the Chancellor's cabinet, and represents the Chancellor when appropriate. As Foundation CEO, the Vice Chancellor also serves as an Ex-Officio Director of the Foundation and reports to its Board of Directors.

### Primary Responsibilities:

**% of  
Time  
Spent**

|   |           |
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| <p>A. Program Builder</p> <ol style="list-style-type: none"> <li>1. Hire, Supervise, train and inspire direct reports and staff of the UWSP Foundation Office, the Office of Alumni Affairs, and the Office of Development.</li> <li>2. Work collaboratively with campus academic and administrative leaders to pursue and achieve advancement goals, and enhance its operational infrastructure</li> </ol> | <b>25</b> |
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| <ul style="list-style-type: none"> <li>3. Lead planning of comprehensive internal and external communication strategies to promote the mission of University Advancement and build networks of supporters</li> <li>4. Elevate the profile of UW-Stevens Point in our local, regional and national networks</li> <li>5. Lead strategic planning efforts at the division and university level</li> <li>6. Collaborate as appropriate with Foundations of the two branch campuses (UWSP at Marshfield and UWSP at Wausau)</li> </ul>  |           |
| <p><b>B. Major Gift Fundraiser and Campaign Leader</b></p> <ul style="list-style-type: none"> <li>1. Bring the story of the University and its ambitions to the individuals, families, businesses, and private foundations in the greater Stevens Point community and beyond.</li> <li>2. Plan and implement the University’s comprehensive giving program and multi-year capital campaign</li> <li>3. Identify and expand donor pipeline to increase engagement with targeted alumni and university friends.</li> <li>4. Leverage philanthropic potential with regional businesses and industry to enhance public-private partnerships.</li> <li>5. Oversee the development and implementation of programs to effectively engage alumni and identify new donors</li> <li>6. Foster teamwork and collaboration with members of the Advancement staff and the internal and external partners of UW-Stevens Point.</li> <li>7. Manage the Chancellor’s primary donor prospects and collaborate with Chancellor for donor cultivation, stewardship and engagement of high-level prospects.</li> <li>8. Conduct personal calls and solicitations of major prospects; traveling when necessary.</li> <li>9. Recruit and engage campaign volunteer leadership</li> <li>10. Direct and assist the development officers, as needed, on comprehensive giving, planned giving programs, trusts, and endowments.</li> </ul> | <b>30</b> |
| <p><b>C. Work with the Chancellor, the Foundation Board, and the University development officers to design and implement UWSP’s annual development targets, and comprehensive and planned giving programs</b></p>  | <b>10</b> |
| <p><b>D. Support and coordinate efforts of the vice chancellors, provost, deans, and others, as appropriate, involved in development and efforts of UWSP Foundation Board members</b></p>  | <b>5</b>  |
| <p><b>E. Develop and cultivate a culture of philanthropy throughout the entire campus community</b></p>  | <b>5</b>  |
| <p><b>F. Develop an effective and productive relationship with the Foundation Board</b></p>  | <b>5</b>  |
| <p><b>G. Provide for the effective management of all departments within the division via:</b></p> <ul style="list-style-type: none"> <li>1. Programs and budget planning</li> <li>2. Administration of personnel including recruitment, evaluation, and salary determination</li> <li>3. Monitoring facility and equipment needs</li> <li>4. Direct communication to directors on individual or group/staff meetings</li> </ul>  | <b>5</b>  |
| <p><b>H. Endorsement of and participation in university events as recognition of the shared partnership with Academic Affairs, Business Affairs and Student Affairs.</b></p>   | <b>5</b>  |
| <p><b>I. Promote and support the university's commitment to equity, diversity and inclusivity among the campus community.</b></p>  | <b>5</b>  |
| <p><b>J. Conduct other duties as assigned by the Chancellor.</b></p>   | <b>5</b>  |

**Qualifications – Knowledge, Skills, and Abilities:****Required Knowledge, Skills, and Abilities**

- a. Bachelor's degree.
- b. Minimum of 7 years of experience in non-profit, business development or higher education fundraising and demonstrated personal success raising major gifts. A solid understanding of all facets of fundraising including annual, planned, and corporate giving.

**Preferred Knowledge, Skills, and Abilities**

- a. Advanced degree.
- b. Successful record of soliciting six- and seven-figure major gifts.
- c. Demonstrated ability to lead, plan, and support professional staff members.
- d. Administrative and management savvy with a demonstrated track record of putting systems into place.
- e. A history of initiating, building, and leveraging internal and external relationships.
- f. Excellent oral, written, and interpersonal skills.
- g. Working knowledge of prospect tracking system and donor databases.
- h. Ability and willingness to travel.

**Physical Effort/Demands:**

- Sitting
- Standing
- Walking
- Lifting your arms above your head to reach high, possibly difficult, areas
- Kneeling
- Squatting
- Stooping
- Frequently lift 1 – 10 pounds
- Occasionally lift 15 pounds

**Equipment Operated:**

- Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices

**Working Environment:**

The noise level in the work environment is usually quiet.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position 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 position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.