



POSITION DESCRIPTION

1. Name: Vacant	2. Date: July 13, 2021
3. Title: Vice Chancellor for University Advancement	4. % Time: 100%
5. Department: University Advancement	6. Location: Riverside
7. Campus Address: 4128 Hinderaker Hall	Campus Phone: (951) 827-5203
8. To Whom Report: Chancellor	
<p>9. Responsibilities:</p> <p>Reporting directly to the Chancellor, the Vice Chancellor for University Advancement has operational responsibility, recommends and implements policy, budget, and personnel administration for the seven major functional areas of:</p> <ul style="list-style-type: none"> • Alumni Engagement • Development • University Communications • • Advancement Finance & Administration • UCR Alumni Association • UC Riverside Foundation <p>Essential duties and responsibilities include:</p> <ul style="list-style-type: none"> • Responsible for directing and executing an ambitious fundraising agenda and an integrated external relations program. Represents the University to a variety of external constituencies including volunteers, donors, alumni, and media representatives as well as communications to and engagement with students, faculty, and staff. 	

- Serves as senior advisor to the Chancellor on a wide range of issues, including long-range planning, development and implementation of programs designed to enhance understanding of the University among public and private constituencies, development and implementation of strategies to effectively integrate the university advancement program with the institution's academic goals and activities.
- Serves as president of the UCR Foundation, developing and maintaining positive and effective working relationships with key volunteers involved in development, endowment management, advocacy, and community relations activities on behalf of the campus.
- Develops budgetary strategies for a division composed of multiple operating units, oversees and administers the allocation of funds within and among the units and develops mechanisms to facilitate effective financial performance and accountability.
- Develops, maintains and enhances effective working relationships, with key executive staff in the Office of the President, as well as with senior administrative and academic leadership of sister campuses.

10. Scope:

a) The amount and complexity of assignments for which the incumbent is responsible.

The Vice Chancellor is a key contributor to the senior management team of the university and is responsible for providing counsel to the Chancellor and other senior administrators on the advancement of the campus vision. In addition, the Vice Chancellor has primary responsibility for building and maintaining relationships with community, business, and governmental leaders in the region.

Development is a major focus of this position. The campus' development effort currently averages about \$40 million in gifts and new pledge commitments each year, and the UC Riverside Foundation has an endowment of \$371 million. The Vice Chancellor will have responsibility for planning a second comprehensive fundraising campaign for the campus and, and will provide leadership for executing the campaign. In addition, the Vice Chancellor will provide leadership for university communications and implementation of a recently completed branding and visual identity strategy to raise the university's profile at the state and national levels. The division of University Advancement is supported by an annual budget of approximately \$20 million, and has a staff of 130 FTE.

b) Skills and/or experience necessary to perform this position.

- Demonstrated innovative and strategic thinking abilities to nurture current relationships while identifying and forging new collaborations.
- Proven ability to successfully plan, implement and deliver strategic results while maintaining the flexibility to respond quickly to changes in the environment.
- Proven highly effective interpersonal, leadership, consensus, and coalition-building skills.
- Demonstrated skill, knowledge and ability to raise funds through individual donors, corporations, foundations, and other means.
- Exceptional ability to motivate, inspire, and manage a diverse group of professional and administrative staff; proven ability to build effective teams.
- Ability to be astute and politically savvy, understanding high-level relationships and systems in a strategic manner.

- Ability to effortlessly convey an infectious sense of optimism while managing the vision and purpose of the organization.
- Ability to present a passion for the promotion and attainment of UCR's mission and goals
- Excellent oral and written communication skills.
- Proven effective experience in management and development, including demonstrated skills in complex financial management, fundraising, and leadership development.
- Proven track record to lead strategic annual and long-range planning.
- Excellent analytical, planning, and process management skills.

Demonstrated ability to operate with trust and integrity in all actions.

11. Budget: \$20 million

12. FTE:

Describe by classification or occupational grouping the total number of full-time equivalent Employees under your supervision or jurisdiction.

Total Headcount 130 ; FTE 130

a) Total SMG Managed 0

b) Total MSP Headcount 49 ; FTE 49

List of All SMG and MSP titles in the Organization		
Payroll Title	Grade	# of incumbents
Fundraising Manager 4	30	1
Comms Manager 4	29	1
Admin Manager 3	28	1
Alumni External Relations Manager 3	27	1
Fundraising Manager 2	27	5
Fundraiser 5	26	13
Comms Manager 2	26	1
Digital Comms Manager 2	26	1
Fundraiser 4	25	12
Prospect Research Manager 1	25	1
Comms Manager 1	25	1
Media Comms Mgr 1	25	1
General Accountant 5	24	1
Business Systems Analyst Supervisor 2	24	1
Applications Programmer 4	24	1
Financial Services Manager 1	24	1
Events Manager 1	24	1
Alumni External Relations Manager 1	24	1
Prospect Research Specialist 4	24	2

Comms Specialist 4	24	1
Media Comms Specialist 4	24	1

13. Signatures:

Employee: _____ Date: _____

Supervisor: _____ Date: _____