University of Tennessee Job Description:
Vice President for Development and Alumni Affairs and Programs and The President/CEO of University of Tennessee Foundation

Unit: President's Staff
FLSA: Exempt
Revised Date: January 18, 2019

Job Code: 30000554
Pay Grade: 75
Supervisory Responsibility: Yes

General Description:

The Vice President for Development and Alumni Affairs and Programs and The President/CEO of University of Tennessee Foundation serves on the University of Tennessee System leadership team, as an elected officer of the University and reports directly to the President. The Vice President also serves as the President and CEO of the University of Tennessee Foundation, Inc. (UTFI), an interdependent foundation responsible for all alumni, development and advancement service operations at the University of Tennessee. The UT Foundation, Inc. has approximately 208 employees system-wide and an annual operating budget of $32 million. The Vice President/CEO serves as both the university system chief alumni officer as well as the university system chief development officer and is responsible for planning, implementing and overseeing all system-wide campaigns. The Vice President/CEO serves in the lead role in coordinating and developing systems and programs to secure both broad-based alumni support as well as private philanthropic support for the University of Tennessee System and for each of its constituent units. The Vice President/CEO works with the campuses/institutes to facilitate an annual benchmarking process and provide an annual review of major fundraising efforts, alumni activities, including: alumni programs, communication and annual giving. Campus vice chancellors for development and alumni affairs report jointly to their Chancellor and to the UTFI President.

Duties and Responsibilities:

The President of the UT Foundation will work with the UTFI Board of Directors, the UTFI Leadership Team, in addition to leadership of the UTFI Chancellors' Foundation Advisory Committee, to develop direction, systems and policies that will lead to successful fundraising and engagement efforts across the UT System.

The Vice President/CEO of the University of Tennessee Foundation provides leadership, planning, coordination and management of all alumni, development and central services for the entire multi-campus University of Tennessee System. The Vice President/CEO will facilitate and coordinate multi-campus proposals and enhance communication and collaboration between campus alumni and development operations. In conjunction with the chancellors of each campus and institute, this individual will set strategic fundraising priorities, annual goals and the evaluation of programs that enable each campus to achieve their strategic goals. The Vice President/CEO will create a culture of transparency, compliance, collaboration and integrity. The Vice President/CEO is responsible as the primary staff liaison with the UTFI Board of Directors, the UT Alumni Association's Board of Governors, UT Board of Trustees, and other constituent boards and committees. The successful candidate will recruit, involve and engage board members in the management and development of policies that enhance volunteer and financial support for the University of Tennessee. The Vice President/CEO is responsible for coordinating the identification, cultivation and solicitation (in collaboration with the campus/institute vice chancellors for development and alumni affairs) of major gift prospects; maintaining a productive relationship with university staff involved in public relations and governmental relations activities; establishing and maintaining productive relationships with the private and corporate business community; and recruiting, motivating, coordinating and retaining a strong staff, which maintains cooperative relationships with development and alumni personnel on all campuses and institutes. The Vice President/CEO creates a vision and understanding of the importance for centralized services such as: human resources, advancement services, and finance in support of the ongoing programs of alumni and development system-wide. The Vice President/CEO assists in staffing the Advancement

and Public Affairs Committee of the University of Tennessee Board of Trustees. Units that report to the Vice President/CEO include: alumni affairs, development and central services.

Qualifications:

Education:

A Bachelor's degree is required. A Master's is strongly preferred.

Required Experience:

The Vice President/CEO must have a minimum of ten years of experience in higher education leadership roles.

Preferred Experience:

Experience in university-based advancement or a similar field with demonstrated success in the areas of alumni relations, capital campaigns, planned giving, major donor development and foundation and corporate relations is preferred. Experience working in a large, public institution with a multi-campus environment and experience working with governing foundation boards is also preferred.

The Vice President/CEO should be able to demonstrate the following:

- Exceptional relationship building and influencing skills, as well as strong oral and written communications skills.
- Outstanding leadership qualities with the responsibility of working with both system administration and campus administration to achieve the alumni and development goals of the university.
- Ability to supervise and manage personnel in matrix-reporting relationships and to inspire excellence from the staff.
- Ability to develop a unifying vision for advancement and to make actionable decisions based off of input from staff and other key stakeholders.
- An understanding of the role of state universities and land-grant colleges and an appreciation of the value of active and informed alumni and their roles in the enhancement of a state university system.
- The knowledge, ability and personal attributes necessary to convey to alumni, friends, corporations, foundations and other contributors the need, propriety and benefit of private giving to institutions of public higher education.
- Appreciation of the heritage and traditions of the UT Alumni Association in advancing the university and strongly support its role and mission.
- A broad understanding and appreciation of the role the University of Tennessee plays in the lives of the citizens of the state and ability to communicate how volunteer and philanthropic support enhances UT's ability to promote economic growth for the state.
- Knowledge and experience in delivering high-performing central services units such as Advancement Services, Finance and Operations areas.
- Savviness regarding the use of social media and the differences in generational approaches to philanthropy in achieving alumni and advancement goals.

Desired Knowledge and Skills:

Specific skills include:

- Commitment to educational excellence and a vision of the University's development and alumni affairs potential.
- Knowledge in current fundraising methodology and regulations.
- Demonstrated understanding of financial reporting, including target setting, revenue recognition, expenses, budgets, forecasting, income statement and gap closure.
- Understanding of complex real estate and related financial matters.

- Knowledge of and commitment to diversity.
- Ability and willingness to delegate effectively and to hold direct reports accountable.
- Skilled decision-maker, with transparency in decision-making and management.
- Excellent oral, written and presentation skills; exceptional listening and interpersonal skills.
- Ability to work collaboratively and manage employees in matrix-reporting arrangements.
- Ability to travel frequently, including overnight travel.

Behaviors:

The Vice President/CEO will exhibit qualities of emotional maturity, genuineness, self-confidence, common sense, judgment, fairness, creativity, discretion, decisiveness, political savvy, diplomacy, tact, resiliency, adaptability, courage of convictions and tolerance for ambiguity. Demonstrated behavioral expectations include:

- Unquestioned integrity and trustworthiness.
- Commitment to the University's mission and strategic plan, as well as missions and strategic plans for each campus/institute.
- Ability to make good, consistent and fair decisions (based on fact and data).
- Ability to develop strong cross-functional teams and to foster teamwork.

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.