



UNIVERSITY OF CENTRAL FLORIDA

Boyden Executive Search Contact

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Position Summary

The University of Central Florida's Advancement & Partnerships Division is seeking a results-driven, visionary leader to fill the position of Associate Vice President for Advancement Operations. This position reports to the Senior Vice President for Advancement & Partnerships and is responsible for the strategic direction of central operations for UCF Advancement, including oversight of Information Technology Services, Prospect Development, Records and Gifts, Donor Experience and Events, and Operations and Organizational Development teams. The Associate VP of Advancement Operations will provide leadership in these areas in support of increasing philanthropic engagement and support from alumni, friends, corporations, foundations, and grateful patients to UCF.

The Associate VP is a key leader, working collaboratively with other university administrators in the areas of data governance, business intelligence, process improvement, information technology, compliance, and finance related to operations in the Office of Advancement. This position is responsible for the development and execution of guidelines and procedures including, but not limited to, data integrity, gift acceptance, counting and reporting standards, prospect management, naming and recognition, donor recognition and acknowledgment, endowment reporting, and professional development.

As a member of the UCF Advancement Executive Team, the Associate VP coordinates operational planning with colleagues in Development, Annual Giving and Alumni Engagement, Legal, Finance and Accounting, and Campaign to optimize donor stewardship, prospect pipeline management, and fundraising outcomes.

Preferred candidates will bring expertise and a deep commitment to advancing data integrity and maximizing AI to create a strong technology-driven operation. We are seeking candidates with strong management experience. The AVP will manage a team of 6 direct reports and a total team of 50. The ability to work at both the macro and micro level will be a key quality we desire in a candidate with a strategic mindset and a commitment to the highest standards of advancement operations.

Essential Duties

- Provide overall direction to all areas of Advancement Services, Donor Relations and Events, and Operations and Organizational Development to ensure accountability for results and conformance to university policy and procedures. Create a vision, set aspirational team and department goals, and develop a high performing team that effectively provides the organizational infrastructure that supports and maintains a best-in-class advancement program.

- Assist the Senior Vice President for Advancement and Partnerships and Executive Team members in evaluating Advancement needs and proposing long-range plans and comprehensive solutions that consider both division and broader university needs.
- Provide strategic direction and support to the leader of the Information Technology Services team, which carries overall responsibility for all Advancement technology systems and data, including the Advancement database, giving pages/forms, third-party processors, volunteer/donor platform(s), advancement reporting tools, online community, document imaging system, and other associated software. Ensure UCF Advancement has a long-range plan for strategic investments in technology and business solutions to position it as a leader in development and alumni relations information services.
- Provide strategic direction and support to the Records & Gifts team leader to ensure accurate processing, recording, and receipting of incoming gifts, as well as ongoing administration of pledge commitments. Develop expertise in and work closely with partners in the Legal and Finance & Accounting teams to ensure UCF adheres to state and federal regulations as well as industry standards related to gift processing and counting. Ensure UCF Advancement has a long-range plan for strategic investments in biographic and demographic data acquisition for constituents.
- Provide strategic direction and support to the leader of Prospect Development to optimize the identification and dissemination of prospective donors to gift officers to expedite growth in major and principal giving. The PD team actively monitors and assists in the management of gift officer portfolios, to guide relationship management and ensure gift strategies are moving forward. Work with the PD team to develop UCF Advancement's analytics practice, both through the acquisition of and in-house development of custom models and scores.
- Provide strategic direction and support to the leader of the Donor Experience team, overseeing the execution of a strategic and comprehensive major donor stewardship program, to include donor recognition, acknowledgments, endowment and stewardship reporting, and curated donor events and experiences. Work collaboratively with UCF Advancement Finance & Accounting and other fiscal leaders across campus to ensure philanthropic contributions are utilized and spent in accordance with donor intent.
- Provide strategic direction and support to the leader of the Operations and Organizational Development team, ensuring that UCF Advancement implements best practices in welcoming, onboarding, training, engaging, and developing employees. Work closely with partners in UCF Human Resources and other central business centers to ensure Advancement has the necessary infrastructure and support for long-range operational planning.

Additional Duties

- Work collaboratively with Advancement leadership and the Director of Board Relations to develop and maintain an active and engaged Donor Engagement and Stewardship Committee of the UCF Foundation Board.
- Develop and manage the Advancement Operations budget.
- Ensure that Advancement data is securely received, stored, and reported adhering to UCF policies and procedures, and all state and federal guidelines. Develop partnerships with cross-university data

governance leaders and functional leaders of the various data systems that integrate with Advancement data systems, including Institutional Knowledge Management, Student Financial Aid, Finance and Accounting, and HR.

Minimum Qualifications

- 10 years of experience in higher education or healthcare advancement operations.
- The ability to work at both the macro and micro level will be a key quality we desire in a candidate along with a strategic mindset and a commitment to the highest standards of advancement operations.

Preferred Qualifications

Preferred candidates will bring expertise and a deep commitment to advancing data integrity and maximizing AI to create a strong technology-driven operation. We are seeking candidates with strong management experience. Additional preferred qualifications include:

- Bachelor's degree required; Master's degree preferred.
- 12+ years of relevant experience with at least 5+ years in a leadership role.
- Successful leadership in complex Advancement operations, preferably within a Higher Education or research institution setting.
- Proficiency with Blackbaud CRM and other tech platforms.
- Understanding of/background in building data governance systems.
- Experience in building and refining complex, system-wide processes.
- Strong interpersonal skills and the ability to interface with internal and external key stakeholders.
- Excellent communication and interpersonal skills for building and maintaining executive-level relationships.
- Demonstrated ability to drive successful operational strategies and achieve measurable outcomes.
- Excellent communication, negotiation, and presentation abilities.

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About Boyden

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

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