Describe functions in 13 and 14 below in terms of outcomes and results rather than method used or how a job is normally accomplished. May include physical, mental, and environmental factors as noted in the directions for completing this form.

13. Essential Functions of the Job

The Vice President for Development is the chief development officer of the University and has responsibility for the offices of Development and Alumni Relations. In directing these departments, the Vice President has the responsibility for cultivating and establishing effective external links between the University and the community, the Alumni chapters, developing and analyzing programs, securing funds, overseeing preparation of budgets and recruiting personnel. He/she will assist the President in promoting and overseeing the University’s development projects and fund-raising activities to assist in the University’s development as well as monitoring the performance of the units under the incumbent’s charge.

The Vice President for Development leads the institutional fund-raising efforts and promotes the university to external constituencies. He/she oversees the planning and execution of development and alumni programs and events for students, faculty, alumni, governing boards, professional and civic organizations and assists in hosting special guests. Capital campaign experience in leading a major campaign will be a prime consideration in selection process.

13a. Policy-making and/or Interpretation

Through planning and consultation with executive officers of the University, divisional unit directors and coordinators and UWF Center Directors, the Vice President for Development is responsible for establishing procedural and substantive fund-raising for the University. He/she formulates policies to achieve Development/Alumni goals and objectives, develops and interprets University policy and procedures to staff and volunteers, and directs programs to obtain support from Alumni, University personnel, public officials and private donors.

The Vice President provides counsel to the President and Executive Vice President with regard to University-wide policy and procedural matters related to fund-raising, Alumni relations and University planning. He/she meets with other administrative officers to provide advice and counsel regarding development, fund-raising and Alumni matters.

13b. Program Direction and Development

The Vice President for Development is responsible for directing programs and activities to maximize gift support, to include planning, developing and executing comprehensive short- and long-range funding priorities and strategies, and to obtain support from Alumni.
public officials and private donors. Fund-raising responsibilities require a strong background in soliciting major gifts, expertise in capital campaigns and planned giving, a strategic vision for the development of a dynamic, growing University, as well as exceptional knowledge and skills in promoting and interpreting the University's goals. He/she must work closely and cooperatively with the UWF Board of Trustees, UWF Foundation Board of Trustees and Foundation Director.

In consultation with directors and coordinators of the unit, the Vice President directs the preparation of departmental budgets, lends direction in the recruitment and employment of personnel, approves budgetary expenditures and supervises the development and implementation of specific programs. He/she provides continuing evaluation of the services and products of the department and directs the planning, strategies and evaluation procedures.

13c. Supervision Exercised (list organizational units under position's direct supervision and titles and position number of positions directly supervised).

The Vice President for Development directly supervises the Associate Vice President for Development, Director of Planned Giving, Director of Alumni Relations, Assistant Development Directors and Office Manager.

13d. Level of Public Contact (statement of internal and external business contact, include frequency and scope)

The Vice President has frequent contact with the President, Chief Operating Officer, Vice Presidents, Deans, Department Heads, faculty, staff and students within the University as well as elected officials, UWF Board of Trustees, Foundation Board of Trustees, West Florida Historic Preservation, Inc., the Research Foundation and other direct support organizations, as they are established, Alumni leaders, prospective major donors and community leaders.

13e. Monetary Responsibility (amount and consequence of error)

The Vice President has direct budget control of Development and Alumni budget allocations.

*Note: In compliance with the Americans with Disabilities Act (ADA), identify essential functions of a job required to be performed with or without reasonable accommodations. Requests for reasonable accommodations to facilitate the performance of essential functions will be given careful consideration.

**Note: For purposes of ADA, these functions are marginal only to individuals covered under the ADA who are unable to perform these functions with or without reasonable accommodation because of a covered disability.

13f. Statement of Responsibility for Confidential Data (the disclosure of which would be prejudicial to the successful operation of the SUS)

As a confidant of the President and Vice Presidents, the Vice President for Development has regular access to confidential data. He/she must possess the ability to treat information carefully and to discuss delicate topics with news media and others without violating this trust.

14. Marginal functions of the job

Other duties as assigned

15. Type and extent of instructions or directions normally given to the incumbent of this position by the immediate supervisor.

Through frequent contact and exposure to programs of the Development/Alumni office, the President has the opportunity for continuing evaluation of performance and results of the Vice President for Development. The incumbent consults with the President and Chief Operating Officer on major programs, special events, and developments having University-wide impact, but has direct responsibility for Development/Alumni budgetary, personnel and operations decisions and actions.

REQUIREMENTS
(Attach additional sheets as necessary)

16. Education/Training/Experience

In order of importance, state any specific education, training, and experience, and knowledge, skills, and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.

Master's Degree in appropriate area of specialization and eight (8) years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and ten (10) years of appropriate experience. Incumbent must be knowledgeable in the latest trends and techniques in fund-raising and related fields.
THE UNIVERSITY OF WEST FLORIDA
VICE PRESIDENT FOR DEVELOPMENT

The University of West Florida invites applications and nominations for the position of Vice President for Development, reporting to the President. The incumbent will be responsible for identifying, developing, cultivating, soliciting and providing stewardship related to fund-raising activities of the University. Overseeing a growing staff of professionals in the areas of development and alumni relations, this individual will be responsible for carrying out the strategic goals for development set by the President, including the planning and implementation of a major capital campaign within the next few years.

The multi-campus University, created by the Florida State Legislature, opened in 1967 and is one of the 11 public universities in Florida with an enrollment approaching 10,000 residential and commuter students. UWF is a regional resource for the 630,000 residents of the four-county, northwest section of the state. More than 20,000 of the 50,000 alumni live within 50 miles of the institution, located in Pensacola.

The ideal candidate must demonstrate increasing levels of success, responsibility, and scope within development over his/her career; the ability to work productively with donors, alumni, and friends of the university; and the ability to coordinate development activities among deans, faculty, and administrators. Candidates must show evidence of success in soliciting major gifts, recent expertise in managing a major capital campaign, success in coordinating fund-raising activities with both staff and volunteers, and a strategic vision for development activities in the context of a growing university. High priorities include social skills, personal presentation; strong technical, written, and oral communication skills; and the ability to make presentations and interpret various giving programs to potential donors. The salary for this position is commensurate with experience.

A Master's Degree in an appropriate area of specialization and eight (8) years appropriate experience is required. This position requires a background and financial check.

To receive full consideration, applications should be received no later than October 1, 2002. The position will remain open until the position has been filled. Applicants should submit a letter of interest, resume and the names and contact information for three references to:

   Chairperson of Development Search
   The University of West Florida
   Room 225 Crosby Hall
   11000 University Parkway
   Pensacola, Florida 32514-5750
   or by email to presidentsoffice@uwf.edu

The University of West Florida is an Equal Opportunity/Access/Affirmative Action Employer. Visit our website at www.uwf.edu
C. Selection Criteria Pertinent to Present/Past Employment

1. Demonstrates effective time management skills and ability to set priorities and meet deadlines.

2. Self-starter with demonstrated professional behavior requiring minimum supervision.

3. Demonstrates good interpersonal skills to facilitate communication and accomplish goals with a diverse group of individuals in an effective, efficient manner.

4. Takes proactive approach and shows initiative in improving fund raising.

5. Demonstrated ability to cope with rush projects and immediate deadlines.

6. Demonstrated reliability, and dependability in executing position requirements.

7. Capable of planning and executing programs through effective supervision and motivation of staff and volunteers.

8. Has flexible schedule to meet the needs of the University after normal working hours.

9. Positive professional recommendations and references.
SELECTION CRITERIA
VICE PRESIDENT FOR DEVELOPMENT

A. Selection Criteria Applicable to Application

1. Master's degree in an appropriate area of specialization and eight (8) years appropriate experience, or a bachelor's degree in an appropriate area of specialization and ten (10) years appropriate experience.

2. Provide up-to-date resume with appropriate references to experiences.

3. Evidence of program management, planning, developing, budgeting and implementing comprehensive short- and long-range fund raising campaigns, including capital campaigns and special gifts programs, in institutions of higher learning.

4. Strong background in soliciting major gifts, demonstrated expertise in major in capital campaign(s) and planned giving.

5. Experience working with volunteers and diverse groups of people to achieve measurable results in fundraising efforts.

6. Evidence of progressive responsibility for leadership and management of development activities, i.e., ability to delegate responsibility, schedule time and activities, set goals and follow through.

B. Selection Criteria Pertinent to Interview

1. Polished communicator capable of making a poised, professional presentation.

2. Extensive understanding of fund raising theory, philosophy and practice with special emphasis on various types of campaigns.

3. Demonstrates enthusiasm for the development profession, the position, The University of West Florida, its alumni and donors.

4. Ability to specify results of previous fund raising in annual, corporate, foundation and planned giving campaigns.

5. Strong interpersonal and communication skills and ability to interact with internal and external constituencies.

6. Demonstrated ability to enhance donor relations, knowledge of donor identification and research, develop promotional programs.

7. Ability to motivate, supervise and evaluate development staff to meet goals of gift support.
17. **Required Licenses/Certifications/and other Specific Requirements of Law**

Please review the statements below and check all that apply.

- [ ] This position requires a post-offer employment physical.
- [x] This position requires a police background check.
- [ ] This position requires fingerprinting.
- [ ] This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, regarding the approval and/or processing of vendors' invoices and/or distribution of warrants to vendors.
- [x] This position requires licensure, certification, or other special requirements described below:

  Other, please specify.

  (financial check)

  provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.

18. **Other Characteristics of the Position**

Describe other characteristics of the position such as physical, mental and environmental factors essential to the satisfactory performance of the functions of the position, or other characteristics which have not otherwise been described in the position description.

The Vice President for Development frequently is called upon by the President to serve as official host for visiting dignitaries. A considerable portion of the Vice President's time and effort is expended in directing and overseeing the planning, preparation and execution of development activities, programs, events, special campus visits and tours and various other donor recognition activities.

Fund-raising requires exceptional knowledge and skills in promoting and interpreting the University's goals and objectives as well as expertise in public relations and donor concerns.

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**SIGNATURES**

19. I certify that I have reviewed and been provided a copy of the current position description for the position to which I am assigned.

<table>
<thead>
<tr>
<th>Name of Employee</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>&lt;vacant&gt;</td>
<td></td>
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20. I certify that the statements above, to the best of my knowledge, accurately describe the position. I understand that intentional falsification of this documentation is in violation of State statutes and may result in disciplinary action or prosecution.

<table>
<thead>
<tr>
<th>John C. Cavanaugh</th>
<th>President</th>
<th>10010</th>
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</thead>
<tbody>
<tr>
<td>Name of Immediate Supervisor</td>
<td>Class Title</td>
<td>Position No.</td>
</tr>
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</table>

21. **Reviewing Authority:**