UNIVERSITY OF WISCONSIN-SUPERIOR  
POSITION DESCRIPTION 
Vice Chancellor for University Advancement

**Working Title:** Vice Chancellor, University Advancement 
**Hayes Hill Title/Level:** Vice Chancellor; 12-month limited appointment  
**Position Reports To:** Chancellor

**Position Summary:** 
The Vice Chancellor for University Advancement reports directly to the Chancellor and serves as the institutional officer providing leadership, development and management of a comprehensive advancement program. Advancement at UW-Superior integrates development/fundraising, alumni relations, and the UW-Superior Foundation. Development includes major gifts, annual giving, planned giving, corporate and foundation relations as well as donor cultivation and stewardship. The Vice Chancellor will work closely with campus partners to craft an advancement vision that is consistent with the university’s strategic plan, and create and execute a philanthropic campaign strategy to satisfy objectives that flow from that collaboration. The Vice Chancellor also serves as the president and chief executive officer of the UW-Superior Foundation. The administrative units reporting to the Vice Chancellor include alumni relations and the UW-Superior Foundation staff.

**Duties and Responsibilities:**
1. Plan and implement the university’s comprehensive giving program including but not limited to:
   a) Managing the Chancellor’s primary donor prospects 
   b) Conducting personal calls and solicitations of major prospects; traveling when necessary 
   c) Directing and assisting advancement staff on comprehensive giving, planned giving programs, trusts, and endowments 
2. Work with the Chancellor, the Foundation Board and university advancement staff to design and implement UW-Superior’s annual development targets, and comprehensive and planned giving programs 
3. Build a culture of philanthropy throughout the institution, further engaging UW-Superior Foundation Board, alumni, faculty, staff, and administration 
4. Design and implement programs that maximize personal engagement and produce increasing levels of financial support for UW-Superior’s annual and capital programs. 
5. Support efforts of all UW-Superior personnel involved in development and efforts of UW-Superior Foundation Board members 
6. Work with the Provost and department chairs to coordinate the academic departments’ development activities. 
7. Cultivate and nurture relationships with philanthropic foundations, current and potential corporate and foundation sponsors, alumni, and individual donors. 
8. Maintain and cultivate a portfolio of 50-100 major and planned gift prospects 
9. Build systems, create best practices, and establish policies and procedures to facilitate effective departmental management including but not limited to: 
   a) Programs and budget planning 
   b) Administration of personnel including recruitment, evaluation, and salary determination 
   c) Monitoring facility and equipment needs 
   d) Direct communication with advancement staff on individual and/or group staff meetings. 
10. Oversee programming, alumni events, and overall collaboration and advancement of alumni relations 
11. Serve as the university’s chief development officer acting as a member of the administrative cabinet and advising the Chancellor in areas of development and fundraising. 
12. Serve as the UW-Superior Foundation’s President and Chief Executive Officer, acting as the liaison between the Foundation and the University. The President/CEO has decision-making responsibility regarding the regular business affairs of the Foundation. The President/CEO serves as a non-voting, ex officio member on the UW-Superior Foundation Board and committees as outlined the UW-Superior Foundation, Inc. bylaws. 
13. Endorse and participate in university events in recognition of the shared partnership with academic affairs, administration and finance, student life, and university relations.
**Required Knowledge, Skills & Abilities**
1. Self confident, charismatic professional with excellent communication and interpersonal skills
2. Demonstrated ability to lead, motivate, and support professional staff members.
3. Ability to work evenings and weekends, and willingness to travel.
4. Demonstrated ability to leverage your network and make contact at executive levels of philanthropic foundations, corporations, alumni, and foundations.
5. Experience in fostering effective relationships with diverse groups within an organization and in the public
6. Possess a high level of integrity and skill sets to work effectively with a variety of constituents to take the university to its next level of fundraising success.

**Minimum Qualifications:**
- Bachelor’s Degree required; advanced degree preferred
- Minimum of 5 years of experience as a major gift officer in either a non-profit organization and/or an institution of higher education or related experience having led successful annual and capital giving programs of significant size.