POSITION SPECIFICATION

Associate Vice Chancellor for Institutional Advancement

PREPARED BY THE

Office of the Vice Chancellor for Institutional Advancement
University of Illinois at Urbana-Champaign
The Opportunity

The University of Illinois at Urbana-Champaign invites nominations and applications for two full-time academic professional positions, both titled Associate Vice Chancellor for Institutional Advancement, Office of the Vice Chancellor for Institutional Advancement and Associate Vice President, University of Illinois Foundation (vcia.illinois.edu/AVC) to provide vision, strategic executive leadership, and coaching for the campus’ 20 Chief Advancement Officers (CAO). The CAOs are jointly funded and managed by the Office of Institutional Advancement and their respective colleges and units. These new positions are exceptional career opportunities for highly experienced, successful advancement professionals who will partner with the campus’ colleges and units to maximize the effectiveness of their advancement programs. These positions will be key leaders in the planning and execution of Illinois’ fourth comprehensive campaign, serving as members of the Vice Chancellor’s and UIF’s leadership team.

As one of the nation’s preeminent public research institutions, the University of Illinois is distinguished by the breadth of its programs, broad academic excellence and internationally renowned faculty (illinois.edu). The University's Library holds the second-largest collection among North American academic research libraries and its widely acclaimed Krannert Center for the Performing Arts which attracts nationally and internationally renowned artists each year. With approximately 32,000 undergraduates, 11,000 graduate and professional students, the campus hosts one of the largest international student populations in the country. Illinois’ vibrant academic and campus communities have been highlighted by recent rankings:

- #13 public university, 2013 U.S. News & World Report
- #10 public university, 2013 Forbes
- #2 undergraduate accounting program, 2013 U.S. News & World Report
- #5 undergraduate engineering program, 2013 U.S. News & World Report
- #4 college town, 2012 Livability.com
- #7 college town, 2012 American Institute for Economic Research
The University of Illinois completed a successful fundraising campaign in 2012 raising $2.429 billion, of which $1.671 billion was in support of the Urbana-Champaign campus. The Urbana campus raised $172 million in cash and secured $341 million in new business commitments in FY 13, highlighted by three extraordinary pledges:

- $100M from the Grainger Foundation, to establish the Grainger Engineering Breakthroughs Initiative in memory and honor of William W. Grainger, a 1919 Illinois graduate in Electrical Engineering, and the founder of W.W. Grainger, Inc. This will ensure the continued global standing of the engineering program at Illinois by providing the support and infrastructure necessary for Illinois to lead the most important engineering breakthroughs of the future. Read more: engineering.illinois.edu/GEBI

- $60M from State Farm for naming rights and renovations to the flying saucer shaped home to Illinois Basketball, Broadway shows and commencement exercises. Read more: go.illinois.edu/statefarmcenter

- $25M from the Bill & Melinda Gates Foundation to improve the photosynthetic properties of key food crops, including rice and cassava. The project, titled “RIPE – Realizing Increased Photosynthetic Efficiency,” has the potential to benefit farmers around the world by increasing productivity of staple food crops. Read more: go.illinois.edu/RIPE

Now is an exciting time to join the Urbana campus advancement program as we build on these impressive accomplishments.

New Vice Chancellor for Institutional Advancement, Dan Peterson (go.illinois.edu/DanPeterson), and new University of Illinois Foundation President and CEO, Tom Farrell (go.illinois.edu/TomFarrell), are providing strong leadership and direction to build a best-in-class advancement program, with a goal of doubling private support within the next 7-10 years. With the institution’s fourth comprehensive campaign likely to be undertaken during this time period, the two new Associate Vice Chancellors for Institutional Advancement will be an important part of this strategic process, contributing ideas, experience and leadership toward achieving this goal.

**Organizational Relationships**

Reporting to the Vice Chancellor for Institutional Advancement/Senior Vice President, University of Illinois Foundation, one of the two Associate Vice Chancellor’s for Advancement will partner with the Chief Advancement Officers for the College of Engineering, the College of Liberal Arts and Sciences, the College of Business, the College of Agricultural, Consumer and Environmental Sciences, the Division of Intercollegiate Athletics, the Institute of Genomic Biology, International Development and the Office of International Programs and Studies. This Associate Vice Chancellor will capitalize on the
campus’ strength in international education and research by developing a strategic plan and hiring staff for the campus' first significant focus on international fundraising. The academic units within this team comprised 55% of the Brilliant Futures Campaign totals.

Reporting also to the Vice Chancellor for Institutional Advancement/Senior Vice President, University of Illinois Foundation, the second Associate Vice Chancellor will partner with Chief Advancement Officers in Allerton Park, Medicine, the University High School, the College of Applied Health Sciences, the College of Education, the College of Fine and Applied Arts, the College of Law, the College of Media, the School of Social Work, the College of Veterinary Medicine, the Graduate School of Library and Information Sciences, the School of Labor and Employment Relations, the University Library and the Office of the Vice Chancellor for Student Affairs. This team comprised 45% of the Brilliant Futures Campaign totals.

The Chief Advancement Officers will report jointly to the designated Associate Vice Chancellor for Institutional Advancement and the Dean or Director of their College or Unit.

**Expectations for Leadership**

It is expected that each Associate Vice Chancellor for Institutional Advancement will:

- Serve as a strategic advisor and key collaborator to the Dean or Director and Chief Advancement Officer of assigned Colleges or Units to build best-practices based advancement programs that support the mission and priorities of the College or Unit.

- Conduct strategic assessments of existing philanthropic strengths and opportunities within the assigned colleges and units. Based on this assessment, will develop strategies and implement programs that will lead to and result in the successful philanthropic support of the academic priorities of the campus and the philanthropic interest of donors.

- Partner closely with Deans, Chief Advancement Officers, executive officers and administrators to establish ambitious immediate and long term fundraising goals in support of Campus, College and Unit priorities.

- Establish standards for performance and clearly communicate expectations to foster a culture of high levels of accountability.

- Determine appropriate use of central resources for assigned Colleges and units.

- Collaborate with other advancement officers across campus to devise strategies for all aspects of donor cultivation and stewardship.
• Manage a small portfolio of leadership and principal gift donors and prospective
donors, assist the VC in managing his portfolio, and assist in the staffing of the
Chancellor.

• Model values based on professionalism, productivity and open communication.

• Serve on university and campus committees as requested.

Required Qualifications

• Bachelor’s degree required.

• At least ten years of successful advancement experience or at least ten years of
advancement experience and strongly related experience.

• Progressively responsible leadership and management experience, including the
successful mentoring and motivating of staff to produce successful outcomes.

• A demonstrated record of raising major gifts of $1,000,000 or more from
individuals, corporations and/or foundations.

• A demonstrated understanding of the integrated nature of development with alumni
relations and communications.

• The ability to speak and write persuasively, listen effectively and engage in
meaningful partnerships with both internal and external constituencies.

• A commitment to advance diversity within advancement and across the Campus and
the University.

• Exceptional interpersonal skills with demonstrated ability to interact effectively
with academic leaders, faculty, staff, donors and volunteers to produce outcomes.

• The ability to travel on a regular basis throughout the United States with a
possibility of occasional international travel.

• A demonstrated understanding and adherence to the Association of Fundraising
Professionals Donor Bill of Rights which is endorsed by the Office of Institutional
Advancement.
Preferred Qualifications

- Master’s degree preferred.
- Leadership experience in a comprehensive campaign at a large research university or a similarly complex non-profit institution.

Salary

Competitive and commensurate with qualifications and experience.

To apply

There are two Associate Vice Chancellor Positions available. Because the two positions are considered equal in importance and responsibilities, all candidates will automatically be considered for both positions unless they specifically indicate interest in only one of the positions based on the colleges/units the position will supervise.

Applications must be received by September 25, 2013; however, applications will continue to be reviewed until suitable candidates are identified. Please complete your candidate profile at https://jobs.illinois.edu and upload a letter of application, resume and the names, addresses, phone numbers and e-mail addresses of three professional references. For further information regarding application procedures, contact Jane Jukes, j-jukes@illinois.edu. The proposed starting date is as soon as possible after the closing date.

Interviews and hires may take place before the closing date, but all applications received by the closing date will receive full consideration for an open position.

Illinois is an Affirmative Action/Equal Opportunity Employer committed to diversity (www.inclusiveillinois.illinois.edu). Illinois welcomes individuals with diverse backgrounds, experiences and ideas who embrace and value diversity and inclusivity.

The Illinois Advancement Community is committed to an ongoing, proactive process to foster and achieve diversity and inclusion in its development, alumni relations and communications activities. We will respect and encourage different voices, perspectives and ideas as we strive to represent individuals of all backgrounds and cultures which include but are not limited to the following: nationality, ethnicity, race, gender, sexuality, spirituality, age and ability who represent our alumni, donors and friends of the University of Illinois.