Overview

The Vice President for Institutional Advancement and Chief Development Officer is responsible to and reports to the President. By delegation from the President, the Vice President for Institutional Advancement and Chief Development Officer serves as the principal administrative officer for all development, philanthropy and donor relations activities of the Health Science Center. He or she serves at the pleasure of the President, without fixed term, and performs such duties as are assigned by the President.

Staff Responsibilities

As a staff officer, the Vice President for Institutional Advancement and Chief Development Officer participates in administrative consideration of all policies, plans, and programs of the Health Science Center and by delegation from the President, has primary responsibility for the following:

1. Develop and implement campus-wide fundraising and philanthropic programs and activities, including corporate, foundation, alumni and individual donor relations to benefit the Health Science Center.

2. Oversee comprehensive development and institutional advancement efforts throughout the Health Science Center to ensure alignment with institutional goals.

3. Design and execution of an effective system of internal controls which provide reasonable assurance that department operation are efficient, department assets are safeguarded, department financial information is reliable, and the department complies with applicable laws, regulations, policies and procedures.

4. Serve as Endowment Compliance Executive for the University.

5. Serve as official liaison to The University of Texas System related to matters of development and institutional advancement.
Line Responsibilities

As a line officer, the Vice President for Institutional Advancement and Chief Development Officer has general responsibility for planning, staffing, managing, and operating the following areas and functions:

1. Development and fundraising programs including major, planned, annual and alumni giving plus activities both on and off all campuses including all Schools, institutes, centers, departments or any other Health Science Center entity.

2. Health Science Center prospect and donor relations management for all campuses, Schools, institutes, centers, departments or any Health Science Center entity.

3. Health Science Center proposals requesting private support from individuals, foundations, corporations and businesses, including all campuses, Schools, institutes, centers, departments or other Health Science Center entities.

4. Development communications, including donor education and stewardship activities.

5. Major special event fundraisers and donor relations activities and events.

6. Oversight and direction of Health Science Center Development and Advancement leadership to achieve institutional, school, center, institute and department goals in alignment with the strategic plan and in collaboration with institutional leadership including Deans, Vice Presidents and Institute and Center Directors.

7. Oversight of capital campaign activities and strategy for successful completion.

8. Gift planning activities and planned gifts for all Alumni Relation activities and cultivation, stewardship funding for all schools.

9. Development Board activities, and the activities of councils or other advisory groups engaged in philanthropy or fundraising across the Health Science Center.
10. Oversight of Advancement Services including gift processing, donor stewardship, and donor database administration.

11. Other development or philanthropic activities or donor relations matters as may be assigned by the President.

12. Oversight of the Endowment Compliance Program in accordance with the reporting rules for excellence in donor stewardship.

Other Responsibilities

The Vice President for Institutional Advancement and Chief Development Officer also:

1. Serves as a member of the Executive Committee of the Health Science Center and other appropriate policy-making bodies.

2. Establishes and appoints (or authorizes the election of) such ad hoc committees or councils for the Health Science Center as needed and appropriate to the responsibilities of the office.