

**ASSOCIATE  
VICE PRESIDENT FOR  
INSTITUTIONAL ADVANCEMENT**





The University of Texas at El Paso (UTEP) is searching for an experienced, inspiring and mission-driven leader to serve as Associate Vice President for Institutional Advancement (AVP) for (IA).

At the start of the 2019-2020 academic year, Dr. Heather Wilson became UTEP's 11th president, ushering in new opportunities to build on accomplishments and milestones achieved at the University during the 31-year tenure of her predecessor.

Among Dr. Wilson's many goals for UTEP is to build a best-practices advancement operation in anticipation of entering the planning stages of what will be the University's most ambitious comprehensive fundraising campaign.

As a senior leader for Institutional Advancement, the AVP will have the opportunity to build and inspire a major gifts team that has the opportunity to capitalize on the relatively untapped philanthropic potential of alumni, friends and corporate partners.



## WHY UTEP?

Located along the U.S.-Mexico border and set against the backdrop of the Franklin Mountains in the Chihuahuan Desert, UTEP is a binational and multicultural institution that both reflects and impacts a region of nearly 2.2 million people. Situated at the heart of the El Paso-Juárez metroplex – the fourth largest manufacturing region in North America – UTEP develops talented people for meaningful lives and is a catalyst for continued economic development in our region and beyond.

More than half of all UTEP students are the first in their families to attend college, and nearly two-thirds come from households with an income of less than \$40,000 a year.

Among the top 5% of research institutions in the country, UTEP boasts one of the lowest out-of-pocket costs of all U.S. research institutions. The University is a national leader in fostering economic and social mobility and ranks in the top 10 of U.S. universities that help graduates move from family incomes in the bottom 20% to the top 20%.

## PRINCIPAL OPPORTUNITIES

The AVP role offers the successful candidate an incredible leadership opportunity at a critical time in UTEP's history. The IA team is planning for substantial growth, including plans to add 15-20 new fundraising positions over the next three years. The AVP will build and grow a dynamic and innovative major gift fundraising team by hiring, training and coaching a team of major gift fundraisers.

As a member of IA's executive leadership team, the AVP will play a key role in shaping strategy and organizational culture. The AVP will work closely with the vice president for IA to help coordinate all principal giving efforts and play an integral role in planning and implementing UTEP's next comprehensive fundraising campaign.

The successful candidate will work with campus partners, including UTEP's president, the provost, the deans of UTEP's 10 colleges and schools and the athletic director – all of whom are energized to be actively engaged and involved and who look forward to partnering with Institutional Advancement to shape their fundraising priorities and approach to donor engagement.



## PRIMARY RESPONSIBILITIES

### **Leadership & Program Success**

The Associate Vice President for Advancement will:

- Provide onboarding, leadership, coaching and effective supervision of the staff members in all areas of major giving, including school/program-based giving, gift planning, corporate and foundation relations, while also maintaining a close relationship with the athletics fundraising team;
- Identify funding priorities and goals for each of the constituent areas and central fundraising units;
- Instill fundraising best practices among staff and help to communicate these best practices to the deans, department chairs and other academic leaders;
- Work with assigned staff members to develop business plans and annual goals, track monthly and quarterly progress by using the innovative Weighted Metrics System and conduct annual performance evaluations;
- Provide insight to help set the division's annual fundraising goals and achieve a significant increase in major gift fundraising productivity for the institution;
- Meet division-wide performance metrics and monthly/annual goals as agreed upon with the vice president for Institutional Advancement;
- Lead staff in an aggressive program of donor identification and qualification in order to build a substantial pool of prospective donors;
- Work with staff to help coach deans and other academic leaders in the art of developing and articulating a compelling vision for their areas of responsibility;
- Build strong relationships among the academic and administrative leadership, the faculty, and external constituents, including donors, alumni and community leaders, with the goal of increasing the visibility of UTEP for potential donors;
- Encourage and coordinate professional development opportunities for assigned staff; and
- Over time, the AVP will develop and maintain a small portfolio of high-value donor prospects.

### **Administrative Leadership**

The Associate Vice President for Advancement will

- Serve as an active member of the vice president's executive leadership team;
- Work in collaboration with the Vice President for IA to manage, motivate, and steward donors to aid in meeting fundraising goals;
- Maintain a positive and appropriate relationship with volunteer partners;
- Maintain a positive and collaborative relationship with UTEP Athletics, and all other university constituents;
- Collaborate with leaders of other Institutional Advancement units to achieve a teamwork atmosphere.



## QUALIFICATIONS

A bachelor's degree and at least 10 years of fundraising experience are required for this position, preferably working in a complex organization or university setting with five or more years of supervisory experience.

**The successful candidate will demonstrate:**

- A progressive record of professional success and compelling leadership skills that are collaborative and inclusive;
- The highest level of integrity, accountability, and trustworthiness;
- A great sense of humor and willingness to be flexible;
- Innovation and the ability to apply emerging trends and best practices to best fit UTEP's needs;
- The ability to foster an empowered, inspired and positive culture for staff;
- A sense of urgency and a clear set of priorities with the ability to adapt to changing circumstances;
- Outstanding interpersonal skills and political savvy, with the ability to navigate a complex environment and understand and relate effectively with diverse constituents;
- Success managing a fundraising department within a comprehensive campaign - experience working on a campaign that exceeded \$100 million is preferred;
- Experience in leading, managing and supervising advancement professionals who are successful fundraisers;
- Experience in initiating high-level gift and grant discussions with corporate, foundation and individual donor prospects;
- Experience in recruiting, motivating and supporting volunteers to build and expand the development network; and
- Excellent written and verbal communication skills and the ability to communicate in a clear, consistent and transparent manner to create shared goals and understanding.

## SALARY AND BENEFITS

UTEP offers a competitive salary and outstanding benefits package.



## ABOUT UTEP

UTEP is a comprehensive public research university that is increasing access to excellent higher education. We advance discovery of public value and positively impact the health, culture, education, and economy of the community we serve.

Founded in 1913 as the State School of Mines and Metallurgy, UTEP is the second oldest academic institution in The University of Texas System. Today, it is the only mining school that has evolved into an R1 university (very high research activity) as designated by the Carnegie Classification of Institutions of Higher Education.

UTEP serves its primary constituency – residents of far west Texas, southern New Mexico, and northern Mexico – as one of the largest and most successful Hispanic-serving institutions in the country, with a student body that is over 80% Hispanic. It enrolls nearly 25,000 students in 166 bachelor's, master's and doctoral programs in 10 colleges and schools. With more than \$100 million in total annual research expenditures, UTEP is ranked in the top 5% of research institutions nationally and fifth in Texas for federal research expenditures at public universities. It contributes more than \$1.4 billion to the El Paso County economy annually.



## ABOUT EL PASO

Located on the U.S. – Mexico border, El Paso, Texas, is a growing urban community with a population of more than 800,000. El Paso, with its sister city across the border, Ciudad Juárez, form one of the world's largest binational, multicultural metropolitan areas. El Paso's attractive and affordable living conditions, combined with the beauty of the region's mountain desert terrain, abundant sunshine and outdoor recreational opportunities, offer a highly enjoyable place to live.

El Paso has been ranked in the Top 10 Safest Metro Cities by SafeWise for over 10 years. The cost of living is lower than the national average, making El Paso one of the most affordable places to live in Texas. In 2019, El Paso was named an All-America City finalist, a designation given for its civic engagement, collaboration, inclusiveness and innovation.



## APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. Review of applications will begin immediately and will continue until a successful candidate has been selected. All inquiries will be held in strict confidence.

To apply for this position,

1. Select this link [Associate Vice President - Institutional Advancement](#)
2. Select **Apply for Job** to begin the application process.

*NOTE: You will be prompted to sign in to access your account. If you are a new user, select **Register Now** to create an account.*

For position inquiries, or to nominate a candidate, please contact UTEP's Institutional Advancement Office at [IAtalentmgmt@utep.edu](mailto:IAtalentmgmt@utep.edu)

In keeping with its Access and Excellence mission, The University of Texas at El Paso is committed to an open, diverse, and inclusive learning and working environment that honors the talents, respects the differences and nurtures the growth and development of all.

The University of Texas at El Paso is an Equal Opportunity/Affirmative Action employer. The University does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, veteran status, sexual orientation, or gender identity in employment or the provision of services in accordance with state and federal law. Discrimination on the basis of sex includes an employee's or prospective employee's right to be free from sexual harassment under Title IX of the Higher Education Amendments of 1972.



THE UNIVERSITY OF TEXAS AT EL PASO | INSTITUTIONAL ADVANCEMENT

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