Staff Vacancy

Position: Executive Director of Advancement Services  EEO# UA 6-17

Responsibilities: Will report directly to the Vice President for University Advancement, the Executive Director of Advancement Services is a member of the University Advancement Executive Leadership Team. The Executive Director will provide strategic and process minded leadership, ensuring measurable operational efficiency and effectiveness. The Executive Director will collaborate with Advancement, University, and Foundation leadership to develop and implement plans for the operational infrastructure of systems, processes, and staffing designed to support long-term fundraising and donor engagement goals. This Executive Director will identify opportunities for continuous quality improvement, and foster a positive, success oriented, accountable environment leveraging best practices, accountability, and key performance indicators.

The Executive Director will provide day-to-day leadership, management and direction for a dynamic team of professionals in the administration of the following functions for University Advancement and the UL Lafayette Foundation: Gift Processing and Gift Receipting, Donor Relations (Joint with Development), Training, Help Desk, and User Support Standard Operating Procedure Development & Documentation, Information Technology and Database Management, Advancement Reporting and Analytics, Prospect Research & Management (Joint with Development) Human Resources, Administration & Office Management.

The Executive Director will contribute to the development and implementation of the organization’s long-term strategic plan and annual operating plans. He/she will be responsible for the development of departmental goals, objectives, principles, standard operating procedures and performance expectations that are consistent with the overall organizational goals. He/she will be responsible for the annual operating plans of departments under his/her supervision, and will ensure that key performance indicators, operational metrics, and other goals are being completed, with systems in place to measurement. This position will develop and review dashboards/reports of operating and financial results on a regular basis with the Executive Team and department leaders to identify and resolve variances that may require changes to operations, staffing, business processes or financial plans.

The Executive Director will be responsible for implementing policies and procedures that strengthen the overall operations and effectiveness of the organization. Initially he/she will direct the Executive Team on the need for new
and/or revised policies and focus on the areas of operational effectiveness, compliance, and risk management.

The Executive Director will oversee all technology assets for University Advancement and the UL Foundation. He/she will ensure the adoption of sound data management practices to protect the integrity and accuracy of university data assets. He/she will provide the leadership necessary to facilitate system enhancements, consolidate alumni and philanthropic data assets, implement effective operational controls, and improve reporting capabilities. He/she will enable data-driven decision-making and oversee database functionality improvements in the areas of prospect research and management, alumni and donor engagement, annual giving, and biographical records management.

**Qualifications**

Bachelor's degree in business administration or a closely related field is required. A graduate degree is highly desirable. Preference may be given for MBA. Minimum of 10 years of increasingly responsible management experience.

Proficiency with technology. Advanced knowledge of fundraising computer systems with experience optimizing system performance and functionality to support campaigns. Track record of success in identifying opportunities and leading organizational change. Experience preparing an organization for change, and exhibiting consideration for the impact of change on current programs, resources, budget and staff. Ability to translate strategic goals into operational priorities, followed by the development of clear and concise operating plans. Flexible and able to multitask; Can work within an ambiguous, fast moving environment, while also driving toward clarity and solutions; Demonstrated resourcefulness in setting priorities and guiding investment in people and systems. Prior success leading teams as a trusted mentor and critical thinker, balancing strategic leadership with detailed involvement in support of accountabilities and operational change.

**Environment:**

The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 18,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master’s degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the University is available on the University's webpage at http://louisiana.edu/
Salary: Commensurate with experience and qualifications. Benefits included.

Starting Date: Immediate

Applications: Candidate review will begin immediately and continue until position is filled. Applicants should email a cover letter, résumé, and the names and contact information of three references in a single PDF format to: jib@louisiana.edu

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