POSITION DESCRIPTION
Vice Chancellor of University Relations

The Vice Chancellor of University Relations (VCUR) is responsible for providing the vision and strategic planning necessary to develop and sustain enduring relationships, provide public visibility, awareness, and support for the University’s mission, and create high level, personalized cultivation and solicitation programs that enable UC Santa Cruz to provide educational, research, and public service opportunities, create knowledge, and transform lives. The VCUR works effectively within the campus’s established organization and culture, which includes a commitment to shared governance and educational equity, enhancing the diversity and inclusivity of our community and making choices that attend to environmental and workplace health and sustainability.

The University Relations Division is comprised of seven units, including Philanthropy, Strategic Engagement, University Development Programs, Special Events, Government and Community Relations, and the UR administrative units. In addition, UR provides support for the UC Santa Cruz Foundation and the UC Santa Cruz Alumni Association, both of which are separately incorporated non-profit organizations within the state of California. The University Relations division is supported by a staff of approximately 95 people including the following direct reports to the Vice Chancellor:

- Assistant Vice Chancellor - University Development Programs
- Chief - Strategic Initiatives
- Director - Strategic Engagement
- Director - Government and Community Relations
- Director - Special Events
- Director - University Relations Operations
- Executive Director - Information Management

Reporting to the Chancellor, the VCUR provides leadership for the reputation-building, constituent engagement and fundraising activities of UC Santa Cruz. The VCUR serves as a key spokesperson for the University to more than 125,000 alumni, and to local, regional, state, and national constituencies. The VCUR provides counsel to the Chancellor and other senior-level administrators on the reputational and philanthropic advancement of the campus.

UC Santa Cruz successfully concluded its first comprehensive campaign in June 2017, raising $335 million in new gift commitments. The Vice Chancellor will steward the development and initiation of the next comprehensive campaign, working closely with the key constituents and stakeholders in developing priorities, brand promotion, and philanthropic opportunities, that are transformative in scale and scope. The incumbent will manage a personal portfolio of major prospects and strategically cultivate and support brand ambassadors.

Responsibilities
The Vice Chancellor is the highest authority within the University Relations Division, with responsibilities that include the following:

- Provides leadership to ensure that the University Relations organization functions at the level required to support a major public research university;
- Develops and implements strategies to effectively integrate the University’s advancement program with its academic goals and activities;
- Responsible for directing and executing an ambitious fundraising agenda and an integrated external relations program;
• Represents the University to a variety of external constituencies including, but not limited to, civic leaders, volunteers, donors, and alumni;
• Develops budgetary strategies for a division composed of multiple operating units, oversees and administers the allocation of funds within and among the units and develops mechanisms to facilitate effective financial performance and accountability;
• Serves as the senior advisor to the Chancellor on a wide range of issues, including long-range planning, development and implementation of programs designed to enhance understanding of the University among public and private constituencies;
• Develops, maintains and enhances effective working relationships with key executive staff in the Office of the President, as well as with senior administrative and academic leadership of sister campuses.

**Basic Qualifications**
The following qualifications are necessary to be considered for the position:

• An earned baccalaureate or equivalent degree;
• Experience leading or working on a comprehensive campaign;
• Ten or more years of experience managing development, and/or government relations functions;
• An understanding of the mission, goals and objectives and challenges of a major public research university;
• Familiarity with the development needs of a higher education institution;
• Proven team building experience;
• Excellent interpersonal skills and effective written and oral communication skills;
• Demonstrated ability to lead effectively in a diverse, mission-driven environment with a variety of different constituencies.

**Preferred Qualifications**

• Advanced degree;
• Fifteen or more years of development related leadership and management;
• Executive level leadership experience, preferably in higher education;
• University advancement leadership and management experience at a research university;

**Special Conditions of Employment**

• Work hours beyond the standard 8:00 a.m. – 5:00 p.m. work day. Travel (inside and outside of normal business hours) required;
• Successful background check;
• Financial disclosure requirements of the California Reform Act of 1974;
• Annual disclosure of outside professional activities;
• Mandatory trainings as required by the University of California;
• Per the Child Abuse and Neglect Reporting Act (CANRA), this position has been identified as a Mandated Reporter. The selected candidate will be required to report known or suspected child abuse or neglect as defined by CANRA and will be required to sign a Statement Acknowledging Requirement to Report Child Abuse prior to commencing employment. CANRA Penal Codes, and related definitions, requirements, and responsibilities may be obtained here.