



UNIVERSITY OF CENTRAL FLORIDA

Boyden Executive Search Contact

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Unleash YOUR Potential With UCF in Orlando, FL

As a next-generation public research university and Forbes-ranked top employer in Florida, UCF is a community of thinkers, doers, creators, innovators, healers, and leaders striving to create broader prosperity and help shape a better future. No matter your position, when you join Knight Nation, you play an integral role at one of the most impactful universities in the country. You'll be met with opportunities to connect and collaborate with talented faculty, staff and students across 12 colleges and multiple campuses, engaging in transformational work that makes a positive difference that goes well beyond a paycheck.

Advancement & Partnerships

Join UCF's dynamic and growing Advancement & Partnerships team as they work together to power partnerships and transform lives through philanthropy.

Together, you can unleash the potential of people and ideas to positively change the world. Your efforts on the team will help build the University for the Future.

Position Summary

The Executive Director of Development, College of Sciences, leads the advancement strategy for one of UCF's largest and most dynamic academic units. This position develops and implements an annual fundraising plan in collaboration with the Assistant Vice President for Development, Colleges & Programs, the Dean of the College of Sciences, and university leadership. The Executive Director will manage development staff within the college, build and maintain a portfolio of major and principal gift prospects, and serve as the lead fundraiser and strategist for philanthropic initiatives that support the college's priorities. In FY 25, the College of Sciences realized a record fundraising goal of \$9.4M.

Responsibilities

- Manage a portfolio of major and principal gift prospects, cultivating, soliciting, and stewarding relationships to secure transformative investments in support of the College of Sciences' priorities.
- Train, mentor, and manage the college's advancement staff in cultivating relationships for major gift solicitation and stewardship, while partnering with Alumni Engagement to support and advance alumni engagement and annual giving initiatives.
- Develop, execute, and track progress toward an annual fundraising and engagement plan in partnership with the Dean and AVP, setting goals and strategies that align with the college's vision.

- Recruit, retain, and manage volunteers for the College of Sciences Dean's Advisory Board and other alumni or advisory committees; collaborate with the Dean on board agendas and engagement strategies.
- Partner with volunteer leaders to support discovery, cultivation, and solicitation activities.
- Prepare and present gift proposals and agreements in accordance with UCF Foundation guidelines and provide meaningful stewardship to donors.
- Maintain accurate and timely prospect activity, reporting, and documentation in the donor database.
- Schedule and conduct joint prospect visits with university academic leadership and/or key volunteers to advance cultivation and solicitation strategies.

Minimum Qualifications

- Bachelor's or Master's degree and 6+ years of relevant experience, or an equivalent combination of education and experience pursuant to [Fla. Stat. 112.219\(6\)](#).

Preferred Qualifications

- Demonstrated success in major and principal gift fundraising, preferably in higher education or complex nonprofit environments.
- Experience contributing to or leading comprehensive fundraising campaigns.
- Experience managing and mentoring development staff.
- Strong knowledge of donor cultivation, solicitation, and stewardship strategies.
- Excellent written and verbal communication skills, with the ability to craft compelling proposals and articulate complex priorities.
- Proven ability to engage academic leaders, faculty, volunteers, and alumni in fundraising efforts.
- Strong organizational and analytical skills with the ability to set goals, measure progress, and adapt strategies.
- Familiarity with fundraising databases (e.g., Blackbaud CRM) and data-informed development strategies.
- Experience engaging advisory boards or volunteer leadership groups.

Benefits

Working at UCF has its perks! In addition to helping drive change and having a positive impact by supporting its students, staff, and faculty, UCF offers:

- Benefit packages, including Medical, Dental, Vision, Life Insurance, Flexible Spending, and Employee Assistance Program
- Paid time off, including annual and sick leave and paid holidays
- Retirement savings options
- Employee discounts, including tickets to many Orlando attractions
- Education assistance
- Flexible work environment
- And more...For more benefits information, go to the UCF Employee Benefits page [here](#).

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About Boyden

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

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