

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 1	Administration and Organization	Effective:	March 2007
Section 1.3	Executive Officers	Revised:	September 2009
Policy 1.3.9	Vice President and Chief Development Officer	Responsibility:	President

VICE PRESIDENT AND CHIEF DEVELOPMENT OFFICER

Overview

The Vice President and Chief Development Officer is responsible to and reports to the President. By delegation from the President, the Vice President 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 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 and individual donor relations to benefit the Health Science Center.
 2. Oversee comprehensive development 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.
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Line Responsibilities

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

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1. Development and fundraising programs and 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 management 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 the performance of all Health Science Center Directors of Development in consultation with the Deans.
 7. Oversight of capital campaign activities and strategy for successful completion.
 8. Gift planning activities and planned gifts.
 9. Development Board activities, and the activities of councils or other advisory groups engaged in philanthropy or fundraising across the Health Science Center.
 10. Other development or philanthropic activities or donor relations matters as may be assigned by the President.

Other Responsibilities

The Vice President 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.

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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.
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