Position And Candidate Specification

THE HONG KONG UNIVERSITY OF SCIENCE & TECHNOLOGY

ASSOCIATE VICE PRESIDENT (INSTITUTIONAL ADVANCEMENT)

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POSITION SPECIFICATION

Client Company

The Hong Kong University of Science and Technology (HKUST) is a leading research university in Asia comprising the Schools of Science, Engineering, Business & Management and Humanities & Social Science, as well as the HKUST Fok Ying Tung Graduate School in Nansha, Guangdong Province. The University is committed to excellence in education and research. Current student enrolment is over 9,000 full-time equivalent at the undergraduate and postgraduate levels. Plans are under way in preparation for the transition from a 3-year to a 4-year undergraduate program, with a concomitant expansion in student and faculty numbers. The medium of instruction and administration is English.

Further information about the University can be found at www.ust.hk

Mission

• To advance learning and knowledge through teaching and research, particularly:
  
  (i) in science, technology, engineering, management and business studies at the undergraduate and postgraduate levels; and 
  (ii) humanities & social science at the postgraduate level; 

  and to assist in the economic and social development of Hong Kong.

Vision

• To be a leading university with significant international impact and strong local commitment.

• To be a world-class university at the cutting edge internationally in all targeted fields of pursuit.

• To contribute to the economic and social development of the nation as a leading university in China.

• To play a key role, in partnership with government, business, and industry, in the development of Hong Kong as a knowledge-based society.
Position Summary

The Associate Vice President (Institutional Advance)[AVP(IA)] is a newly created post reporting directly to the President. The AVP(IA) will be an integral member of the University’s senior management team with a specific role in providing institutional advancement leadership and fundraising expertise to assist the President in furthering the University’s vision and mission.

Key Relationships

Reports to:    President

Direct reports: Development and Alumni Relations Team

Other key relationships: Vice President, Academic Affairs (Deputy to the President)
                      Vice President, Research & Development
                      Vice President, Administration & Business
                      University Council members
                      University Court members

Major Responsibilities

- Works alongside the President and other University members to articulate and promote the shared vision of the University.

- To advance the University’s profile among various key stakeholders and in the wider community.

- To position the University to secure support and resources, both local and overseas.

- Serves as the University’s chief development and alumni relations officer.

- Overall management responsibilities for developing strategies and executing action plans to build, deepen and sustain the University’s engagement with key constituent groups.

- To cultivate and manage a donor portfolio including individual donors, corporations and foundations to maximize the funding support for the University.

- Leads a team of development professionals in the planning, implementation and oversight of all fundraising programs including major gifts, annual giving, foundations and grants, alumni relations, community relations, prospect research and development.
• Overall responsibility for fostering stronger relationships with alumni, building a broader base of alumni support and cultivating a culture of lifelong giving.
CANDIDATE SPECIFICATION: KEY SELECTION CRITERIA

Ideal Experience

- A record of significant achievement in the area of individual major gifts and demonstrated skill in developing sophisticated strategies for planning, implementing and administering complex gift situations.

- Proven track record of marketing, branding and direct experience in working with individual major-gift prospects and in soliciting major gifts.

- Significant achievement in a board-based development leadership role in a complex organization, ideally with experience in higher education.

- A seasoned and visionary development leader.

Other Personal Characteristics

- Superior interpersonal and communication skills, working comfortably and effectively with administration, faculty, professional and administrative staff, alumni, donors, etc.

- A strong work ethic and unquestioned integrity.

- A high level of initiative, energy and creativity.

- Sound judgement and political savvy.

- Openness, trust and a supportive and collegial attitude.