JOB DESCRIPTION
CAMPAIGN EXECUTIVE COMMITTEE
The Campaign for the University of Virginia in the New Century

Overview

The Campaign Executive Committee is a very small, top-level panel of leaders, qualified by the nature of its membership to act expeditiously for the University as a whole on Campaign planning matters of the greatest urgency and delicacy.

Committee Composition

The Campaign Executive Committee will be composed of the President of the University, a representative of the External Affairs Committee of the Board of Visitors, and approximately fifteen key volunteer leaders, whose responsibility is to the whole University rather than to any of its divisions. The Committee will be chaired by a National Chair and Vice Chair or by National Co-Chairs and will report its findings and recommendations to the President.

Committee Responsibilities

The Committee will be the summit of leadership for all University fundraising activities during planning and implementation of the Campaign. Its charge will be as follows:

1. Plan, energize, oversee, and set the tempo for the total Capital Campaign of the University, acting, of course, with due regard for the advice of key volunteers from the constituent foundations and with accountability to the Board of Visitors.

2. Plan strategy for the Nucleus Fund and the overall Capital Campaign. Help the University structure a campaign that will have maximum appeal to University alumni and friends.

3. Once the Nucleus Fund is launched, oversee the implementation of all Campaign programs.

4. Plan strategy for the implementation of a major gifts program that will seek eight-figure transformational gifts to the University.

5. Assist with the identification, cultivation, solicitation and stewardship of donors as appropriate. Participate in many of the most important solicitations.
6. Facilitate the smooth collaboration of University Development and the schools and units in creating pan-University funding opportunities; advocate for the interests of the entire University in the context of the Campaign.

7. Exemplify the highest levels of volunteer involvement, engagement, and support.

8. Help carry the message of the campaign to alumni and friends around the world. Speak at, and host, campaign activities as appropriate.

9. Advise the senior administration, deans, directors and staff on the organization and execution of the campaign plan.

10. Set a standard of personal philanthropy support for all other alumni, parents and friends to follow.

Meeting Schedule

The Campaign Executive Committee will meet as needed or at the call of the National Chair or Co-Chairs. By virtue of its small membership, it will also be able to confer readily and act on fast-breaking issues. The Committee will begin meeting in June 2004.

Staffing

The Senior Vice President for Development and Public Affairs will provide primary staffing for the Executive Committee.