

CLEMSON



ASSOCIATE VICE PRESIDENT, OPERATIONS
CLEMSON UNIVERSITY FOUNDATION



CU AT CLEMSON

An executive prospectus from
the Clemson University Office
of Human Resources.



A LETTER FROM PRESIDENT CLEMENTS

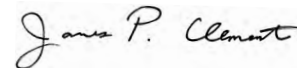
It's a great time to be at Clemson!

From our first graduating class in 1896 to today, Clemson University has become a leader in higher education by setting records in student success, research, outreach, athletics, fundraising, industry partnerships, innovation and impact. We promote a championship culture across our campuses, and our dedicated faculty, staff, and students contribute to the success of each other. As we continue to elevate Clemson, we seek ambitious, talented professionals who want to join our team.

During the past decade, the University has been consistently ranked as one of the nation's top public universities. We continually enjoy a top 10 ranking in several different Princeton Review ranking categories and are considered one of the Most Trusted Universities according to a survey conducted by Morning Consult. During the past decade, our number of admission applications has tripled, we've significantly increased the number of graduate degrees awarded, and the University successfully completed its most successful capital campaign, topping our \$1 billion goal – the largest achieved by a public university with our alumni base at that time.

Clemson University attracts those who want to make a difference in the lives of others. Ranked as one of the most productive research universities in the country by the Carnegie Classification of Institutions of Higher Education, Clemson is dedicated to teaching, service and discovery. I am excited about our Clemson Elevate strategic plan that provides the roadmap to ensure we deliver the #1 Student Experience in the nation, double research by 2035, and transform lives through measurable health outcomes and economic development. I hope you will consider joining us on this journey.

Clemson University is a great place to work, and Clemson, South Carolina, is a great place to live. I invite you to review this prospectus to learn more about our school, our beautiful main campus and the people who call this place home. Our HR team looks forward to connecting you with one of the unique opportunities available to join our team. Thank you for your interest in Clemson University and Go Tigers!



James P. Clements, Ph.D.
President

DIVISION OF INCLUSION AND EQUITY

We have an opportunity and an obligation to facilitate your engagement and interaction with people of different races, genders, ethnicities, physical capabilities, life experiences and more.

Diversity is an experience-filled journey, not a destination. All colleges, centers, departments, and organizations are at varying levels of maturity in their diversity development and the work continues.

At Clemson, we will continue creating a welcoming and affirming environment for students, faculty, and staff of all races and backgrounds; increase Hispanic, Latinx, women's and LGBTQ outreach efforts; attract more faculty and staff of color; and promote programming between international and domestic student populations. And above all else, work to eliminate environmental and institutional barriers to student success.

Office of Inclusion & Equity

DIVERSITY AWARDS



PROGRAMS AND INITIATIVES

Call Me MISTER

The Clemson University Men of Color National Summit

Tiger Alliance

The Emerging Scholars Program

The Clemson Career Workshop

Call me Doctor Fellows Program

The Harvey and Lucinda Gantt Multicultural Center

The Charles H. Houston Center

PEER/WISE

The Erwin Center Summer Scholars Program

Council For Diversity and Inclusion

Civil Treatment Programs

Strategic Diversity Leadership

The FIRST Program

Diversity Career Resources

Board of Trustees' Task Force on the History of Clemson

The President's Forum on Inclusive Excellence

Access and Equity

SUPPORTING OUR MILITARY

Our mission is to support, recognize, and advocate for military members and veterans in order to build a stronger workforce at Clemson University.

A STATEMENT FROM PRESIDENT CLEMENTS

Clemson University honors our proud military heritage through our dedication to supporting military members and veterans who have given so much to serve our country. I am grateful for their service and for their decision to work at Clemson. I believe that they deserve the best that we have to offer which is why we are committed to do everything we can to support our military and veteran employees.

UNIVERSITY VETERANS AWARDS



MILITARY AND VETERAN BENEFITS

The Military & Veteran Specific Benefits are for employees that self-identify. You do not have to self-identify for general employee benefits. Click [here](#) to learn more.



Possibility for the Employee and Dependents to stay on Medical Coverage while on Military Duty



Up to 15 days of full pay while on Military Duty



Six credit hours of free classes per semester ETAP Program (All University employees eligible after a year of employment)



Discounted meal plan option for campus dining



10% off employee and added family memberships to the Swann Fitness Center



Military & Veteran employees who are enrolled in pre-tax payroll deduction for parking receive 10% off employee parking decals



Preferred employment for veteran spouses



Athletic Ticket Discounts

*Some positions, including contingent workers, may not be eligible.

CLEMSON UNIVERSITY FOUNDATION STRATEGIC PLAN DESIGNED TO SUPPORT THE GOALS OF CLEMSON ELEVATE

Clemson is among the nation's most accomplished public universities. The goals and benchmarks of Clemson Elevate were built with input and direction from the highest levels of our institution. The plan will be implemented over a 12-year period and include three pillars which build on areas where the University already exhibits strength:

DELIVER THE NO. 1 STUDENT EXPERIENCE: Excel in experiential learning, amplify academic success and promote the Clemson Experience.

DOUBLE RESEARCH BY 2035: Build an AAU-aligned faculty to address societal needs, create world-class research infrastructure and leverage Innovation Campuses and partnerships.

TRANSFORM LIVES STATEWIDE AND BEYOND: Enhance educational and economic opportunities; improve agriculture, natural resources and animal health; and improve health outcomes for South Carolinians.

Following the official launch of Clemson Elevate in the spring of 2023, the **Clemson University Foundation (CUF)** developed a strategic plan for the work of the Foundation in alignment with institutional priorities. **The VISION of CUF is to continue to be a long-term, stable, and significant provider of resources in supporting Clemson University's goals.**



Click [here](#) to learn more.

PARTNER TO DELIVER THE #1 DONOR EXPERIENCE

The Lifblood of the Foundation

DOUBLE THE ENDOWMENT TO SUPPORT STUDENT SUCCESS BY 2033

The Strength of the Foundation

EXPAND BOARD STRATEGIC ENGAGEMENT & IMPACT

The Power of the Foundation

ASSOCIATE VICE PRESIDENT, OPERATIONS CLEMSON UNIVERSITY FOUNDATION

OUR ORGANIZATION:

The Clemson University Foundation advances the mission of Clemson University by maximizing private resources to support Clemson students, faculty, staff and facilities. As a 501(c)(3) organization, the Foundation is independent of the University but exists solely to promote Clemson's educational, scientific, service and research goals.

THE ROLE:

The Associate Vice President of Operations oversees all operational and administrative functions. Responsible for the management of key areas of administration, governance support, and corporate affairs including nonprofit corporate status for the Clemson University Foundation ("CUF"). In addition to the operational functions, the AVP of Operations will serve as the Executive Secretary to the Clemson University Foundation, Clemson University Real Estate, and Clemson University Land and Stewardship Boards of Directors.

ASSOCIATE VICE PRESIDENT, OPERATIONS CLEMSON UNIVERSITY FOUNDATION

ORGANIZATIONAL RESPONSIBILITIES:

STRATEGIC LEADERSHIP and VISION:

- *Strategic Planning:* Member of senior leadership team for strategic planning and measurement, particularly as it relates to compliance and governance. Collaborates with the CEO to identify areas for operational excellence and strategic decisions. Develops and maintains positive and productive relationships with key internal and/or external constituents. Ensures the development of a cohesive team that shares the same vision, goals, mission, and work ethic to enhance and champion the mission of the foundation served.
- *Board Compliance and Representation:* Serves as the Executive Secretary to the CUF Board of Directors and Board committees; responsible for interpretation, clarification, and revision as necessary of corporate documents and resolutions. Responsible for ensuring compliance with applicable statutes relative to self-dealing, minutes, board resolutions, board meetings, and maintaining a system of corporate compliance.
- *Current Laws and Regulations:* Maintains knowledge of industry best practices and trends and stays current on federal and state laws and regulations pertaining to non-profit organizations and university affiliated foundations.

OPERATIONAL OVERSIGHT and MANAGEMENT:

- *Risk Management:* Responsible for risk management, including identification of areas of vulnerability and the development of risk plans. Responsible for appropriate insurance placement and serves as liaison to external insurance broker.
- *Policies and Procedures:* Responsible for developing and interpreting CUF policies, standards, and procedures, ensuring compliance with relevant laws and best practices.
- *Contract Management:* Manages all contracts, business and vendor contracts, subcontracts and agreements. Reviews all terms of services.
- *Employee Relations:* Responsible for maintaining positive and productive employee relationships and ensuring compliance with employee policies. Provides guidance and consults with CEO on a broad range of employee relations issues including HR policy and procedure interpretation, benefits and compensation programs, performance and compensation, and recruitment.
- *Campus Affiliated Organizations:* Represents CUF and maintains positive working relationships with a variety of campus affiliate organizations. Develops the agenda and hosts an Affiliates Summit each year.

ASSOCIATE VICE PRESIDENT, OPERATIONS CLEMSON UNIVERSITY FOUNDATION

QUALIFICATIONS & EXPERIENCE:

Experience:

- Successful experience developing and implementing a strategic growth plan and measurable goals.
- Experience as a trusted advisor, working in collaboration with board and institutional leadership on complex fiduciary and philanthropic issues.
- Demonstrated success working in a philanthropic environment with specific experience in structuring complex gift agreements.
- Experience as a leader with 8+ years of broad administrative and operational experience including compliance, board management, and management within a complex organization.
- Higher education, foundation and/or state experience a plus.
- Exceptional leadership and managerial skills, with a proven ability to build and lead diverse teams. Record of highest integrity with a servant-leader mindset.
- Demonstrated experience with managing complex vendor relationships and related contracts.



ASSOCIATE VICE PRESIDENT, OPERATIONS CLEMSON UNIVERSITY FOUNDATION

SUBMIT AN APPLICATION:

If you would like to be a part of the Clemson University Foundation and take advantage of this exceptional institution and this outstanding community that we call home, **apply today!**

The deadline for submission of applications for best consideration **May 10, 2024**. The Search Committee will review application materials as received and continue until the position is filled.

Applications should be submitted electronically (**MS Word or Adobe PDF**) to cufhr@clemson.edu and must include:

- Letter of interest stating how their experience and qualifications connect with the required/preferred characteristics and priorities expressed in the leadership profile.
- A curriculum vitae/resume
- Professional references with email addresses and phone numbers will be requested for candidates who are deemed finalist.



A GREAT PLACE TO WORK

Hiring the very best and most talented people is key to sustaining our excellent work environment and enabling Clemson to excel in research, teaching, and outreach.

We offer a competitive compensation package which includes:

- Flexibility: Remote work and hybrid work offered for certain positions.
- Affordable Wellness Plan: Receive generous health, dental, and vision insurance and long-term disability benefits for you and your eligible dependents at affordable rates.
- Future Security: Receive contributions toward an employee 403(B) retirement plan. 10% Employer Contribution; 5% Employee Contribution.
- Recharge: Generous time off with holiday, vacation, and sick leave.
- Peace of Mind: Several voluntary benefit plans include additional life insurance, vision, short-term disability, accident protection, critical illness, and flexible spending accounts.
- Life Learning: Tuition assistance plan for classes at Clemson University.
- Give Back: In keeping with our land-grant mission, three days of paid leave are offered to volunteer and pursue further education offerings.
- Extend your personal philanthropy: Contributions of up to \$2,500 per year are matched when you donate to the Clemson University Foundation.



TIGERS STRONG

There's never been a better time to join Clemson University. The number and caliber of our student applications are at all-time highs. We're also posting record numbers for research awards. Our most recent Will to Lead capital campaign surpassed a chart-topping 1 billion, and we're home to the widely recognized three-time [National Championship Clemson Tigers Football team](#), with two titles won in the last five years.

The demand for enrollment and the demand to work here is as high as it has ever been, and it's just the beginning!

One of only 290 employers in the nation to earn a [2020 Military Friendly Employer](#) designation.

One of 18 institutions designated as an [Innovation and Economic Prosperity University](#) for engaging communities in economic development activities that create jobs and improve lives by the Association of Public and Land-grant Universities in 2015.

Clemson was classified as [one of the nation's most active research institutions](#). Carnegie R1 research universities are economic engines that create prosperity in entire regions, and their national and international reputations add significant value to the degrees they award.

[Top-ranked](#) national public university in the country for the past decade, according to *U.S. News & World Report*

[1st](#): Ranking Clemson received for having the safest campus in the nation, according to *CollegeStats.org*

[3rd](#): Ranking Clemson received among colleges for the most trusted public universities, according to the *Morning Consult, 2022*

[18th](#): Clemson ranks 18th nationally for having the happiest students, according to the *2023 Princeton Review*

[9th](#): Ranking Clemson received among colleges where their students love these colleges, according to the *2023 Princeton Review*

[1st](#): Ranking Clemson received among colleges for Best Career Services, according to the *2023 Princeton Review*

[20th](#): Best Alumni Network according to the *2023 Princeton Review*

[7th](#): Ranking Clemson received among colleges for being one of the best schools for internships, according to the *2023 Princeton Review*

[6th](#): Ranking Clemson received for Alumni giving among national public universities, according to *U.S. News & World Report, 2023*

[2nd](#): Ranking Clemson received for Town-gown relations according to the *2023 Princeton Review*

[Best Value](#) as one of the nation's best colleges for students seeking a superb education with great career preparation at an affordable price according to *2023 Princeton Review*

One of only 14 schools named a [Diversity Champion](#), scoring in the [top tier of all HEED Award institutions](#)

UPSTATE SOUTH CAROLINA: HOME TO THE WORLD!



The Upstate region of South Carolina is geographically situated at the [heart of the booming Charlotte-Atlanta corridor](#) and is part of a 10-county region anchored by Greenville and Spartanburg. Good schools, good jobs, a booming international community and more make this an attractive place to relocate from anywhere in the world.

7,000+ job postings/month

505 international companies

397 miles of bike trails

221 days of sunshine annually

61 food trucks

1-of-a-kind region

Source: [MoveUpstateSC.com](#)

CLEMSON, S.C.

On the shores of Lake Hartwell and seated in the shadow of the Blue Ridge Mountains, [Clemson](#) is not only a great place to work; it's a great place to live, play and discover! Clemson's neighborhoods and residential communities are home to nearly 14,000 people and offer easy access to local theater, farmers markets, art studios and more. With temperate falls and winters, the city's walkable downtown is a four-season district to eat, drink and shop. The [state's botanical gardens](#) and adjacent Lake Hartwell are great spots to cool off during the warm summer months.

2nd Ranking Clemson received among colleges where town-gown relations are great, according to the 2023 *Princeton Review*.

GREENVILLE, S.C.

America's "Next Big Small Town" according to People magazine is also a top-ranked spot for foodies and travel, and it's one of America's fastest growing cities. Discover all that this burgeoning and much-bragged-about downtown has to offer. Downtown Greenville is just 30 minutes from Clemson's main campus, and it is home to concert venues, the Greenville Symphony Orchestra, more than 1,000 restaurants, several minor league sports teams, the Swamp Rabbit system of multiuse trails and much more.



The next-best thing to seeing Greenville in person? This video library from the folks at [Yeah, THAT Greenville](#) visitors bureau.

BLUE RIDGE MAJESTY

[Anderson, Oconee and Pickens](#) counties are home to some of the most beautiful natural resources in the country. Clemson is located in the heart of this beautiful tricounty area, providing easy access to hiking and biking, waterfalls and lakes and a wide variety of events, festivals and concerts that provide exceptional quality of life alongside untouched natural beauty.



Need ideas for things to do in and around the Upstate? Check out the Crown of the Carolinas travel blog for hiking, biking, driving and swimming ideas!

CLEMSON



DISCOVER TIGERTOWN

Work. Live. Love.

WHERE IN THE WORLD IS CLEMSON, SOUTH CAROLINA?

COORDINATES: 34.6834° N, 82.8374° W
POPULATION: 17,000
AVERAGE TEMPS: high 72 degrees, low 49 degrees

No. 2 Town-Gown Relations are Great
(*The Princeton Review*, 2023)

2.5h Driving time to Atlanta, Georgia

2.25h Driving time to Charlotte, North Carolina

UPSTATE SOUTH CAROLINA IS

- located in northwestern South Carolina.
- in the foothills of the Blue Ridge Mountains.
- on the shores of Lake Hartwell.

The Upstate region of South Carolina is geographically situated at the [heart of the booming Charlotte-Atlanta corridor](#) and is part of a 10-county region anchored by Greenville and Spartanburg. Good schools, good jobs, a booming international community and more make this an attractive place to relocate from anywhere in the world.



7,000+ job postings/month

500+ international companies

397 miles of bike trails

221 days of sunshine annually

61 food trucks

1-of-a-kind region

Source: MoveUpstateSC.com

LIFE IS GOOD IN CLEMSON

Clemson is not only a great place to work. It's a great place to live, play and discover!



Clemson's **neighborhoods and neighboring communities** offer easy access to local theater, farmers markets, art studios and more.



The city's walkable downtown is a four-season district to eat, drink and shop.



The **state's botanical gardens** and adjacent Lake Hartwell are great spots to cool off during the warm summer months.



Anderson, Oconee and Pickens counties are home to some of the most beautiful natural resources in the country. Clemson is located in the heart of this picturesque tricounty area, providing easy access to hiking and biking, waterfalls and lakes and a wide variety of events, festivals and concerts that provide exceptional quality of life alongside untouched natural beauty.



Downtown Greenville, less than 30 miles from Clemson's main campus, is America's "Next Big Small Town," according to *People* magazine, as well as a top-ranked spot for foodies and travel. The city center is home to theaters and concert venues, specialty shops and boutiques, more than 1,000 restaurants, several minor league sports teams, the Swamp Rabbit system of multiuse recreational trails and much more.



Clemson is an oasis for the outdoor enthusiast. Check out **Move Up Upstate SC** for hiking, biking and swimming ideas in Clemson and its surrounding areas.



Sports fans rejoice! Fall Saturdays in Clemson are for football fans, as the University is home to the 2016 and 2018 College Football National Champions. Clemson has 18 other NCAA sports teams, including baseball, a new women's softball program, men's and women's soccer, and more!

WHAT WOULD YOU LIKE TO DO IN CLEMSON TODAY?

EXPLORE A WATERFALL. →

VISIT THE PARK. →

GO FOR A RUN. →

ENJOY A SCENIC DRIVE. →

HEAD FOR THE MOUNTAINS. →

GET ON THE WATER. →

GRAB A BEER. →

HAVE A GLASS OF WINE. →

HIT THE TRAILS WITH MY BIKE. →

GO FOR A HIKE. →

STAY FIT. →



RE/MAX
RESULTS



CCNB
COASTAL CAROLINA
NATIONAL BANK



Clemson University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender, pregnancy, national origin, age, disability, veteran's status, genetic information or protected activity (e.g., opposition to prohibited discrimination or participation in any complaint process, etc.) in employment, educational programs and activities, admissions and financial aid. This includes a prohibition against sexual harassment and sexual violence as mandated by Title IX of the Education Amendments of 1972.