



THE UNIVERSITY OF
TENNESSEE
SOUTHERN

POSITION SPECIFICATIONS
VICE CHANCELLOR
for ADVANCEMENT



THE UNIVERSITY OF TENNESSEE
UT FOUNDATION



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THE OPPORTUNITY

The University of Tennessee Foundation, Inc. and the University of Tennessee Southern seek an accomplished, collaborative and visionary leader to serve in the role of vice chancellor for advancement.

As the chief development officer for UT Southern, the vice chancellor will lead a team to execute and achieve UT Southern's fundraising, donor stewardship and alumni engagement goals. Job responsibilities include, but are not limited to:

Fundraising: Plan, coordinate and manage advancement programs for UTS; identify, cultivate and solicit principal gift prospects by maintaining a personal portfolio of prospects; engage with UTS volunteer leadership and increase alumni participation in events, campaigns and initiatives.

Leadership: Recruit, motivate, coordinate and retain a strong UTS advancement staff; lead staff in their programming efforts and in meeting their performance goals; serve on the UTS chancellor's cabinet and as a member of the UTFI President's leadership team; and perform other duties as may

be jointly assigned by the UTS chancellor and the UTFI president & CEO.

Collaboration: Coordinate UTS fundraising and alumni affairs efforts with those at the system level, and with other UT System campuses and institutes; maintain cooperative and collaborative relationships with advancement staff at the system, campus and institute levels, as well as UTS and UT System staff involved in governmental and public relations.

Reporting jointly to the president & CEO of the University of Tennessee Foundation and the chancellor of the University of Tennessee Southern, the vice chancellor is responsible for achieving UT Southern's advancement goals and objectives.

The UT Foundation is an interdependent not-for-profit 502(c)3 organization and is the preferred channel for all private contributions that benefit students and faculty in the UT System. Our vision is to be recognized as one of the top performing advancement organizations affiliated with any university system in higher education.

OVERVIEW

The University of Tennessee Southern, founded in 2021, proudly serves as the newest and smallest member of the UT System, joining as the fourth undergraduate campus through the acquisition of Martin Methodist College.

Located in Pulaski, midway between Chattanooga and Memphis, our campus combines the personalized attention of a tight-knit community with the resources and opportunities of a major public university.



1870: Martin Methodist, the original historical institution, was founded.



1,046 students (fall 2024)

Academics

At the University of Tennessee Southern, academic excellence is more than a goal—it's a commitment to empowering students through personalized education and meaningful mentorship.

With over 30 undergraduate programs, UT Southern offers diverse pathways tailored to the student's ambitions and creates a transformative educational experience.

- ◆ More than 30 academic areas of study, including two graduate degree opportunities.
- ◆ 13:1 student-to-faculty ratio-keeping education personalized.

- ◆ International students make up 10% of the campus population.



Scholarships & Aid



UT Southern is proud to offer a high-quality education, with all of the benefits of a small private school at the affordable price of a public university.

- ◆ \$20K average merit-based aid package received by students.
- ◆ 95% of students receive aid.
- ◆ 47% of UT students graduate without debt, thanks to strong financial aid and scholarship support.

Athletics

UT Southern Athletics is committed to fostering a culture of excellence, integrity and personal growth within student-athletes.

- ◆ Mission to provide a transformative athletic experience that empowers student-athletes to excel academically, athletically and personally.
- ◆ NAIA Division and a member of the Southern States Athletic Conference.
- ◆ Team: UTS athletics offers over 10 women's and men's team sports as well as co-ed sports.



Alumni



The UT Southern Alumni Association strives to champion the University of Tennessee Southern; to promote a mutually beneficial relationship between the university and its alumni and friends and to encourage alumni participation and commitment.

- ◆ 15,800+ UT Southern alumni.
- ◆ 3,707 of UTS alumni are considered engaged.
- ◆ 7,800+ alumni live in the state of Tennessee.

OVERVIEW

The mission of the University of Tennessee Foundation is to raise financial, public and political support for the University of Tennessee.

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The UT Foundation was recognized as a Top Workplace by Knoxville Top Workplaces. The award is based solely on employee feedback gathered through a third-party survey that measures 15 culture drivers that are critical to the success of any organization including alignment, execution and connection.

Currently, the UT Foundation has over 270 team members located throughout the campuses and institutes of the University of Tennessee System,



as well as the Central Services office located in Knoxville. Team members across the state work with alumni and prospective donors to secure funds for scholarships, professorships, research, outreach programs and other university initiatives, with the central office serving as the cornerstone of organizational functions.

UTFI FY2025 Results

Gifts

\$492+ Million

Donors

85,820

Engaged Alumni

323,864

UT Southern FY2025 Results

At the University of Tennessee Southern, the Office of Advancement leads these efforts through year-round cultivation, stewardship, programming and communication.

Gifts

\$2.7 Million

Donors

1,751



THE ROLE

- ◆ Craft and implement advancement programming for UTS, relevant to the overall University of Tennessee (UT) and UTFI system-wide fundraising goals and objectives.
- ◆ Identify, cultivate and solicit principal/major gift prospects by maintaining a personal portfolio of prospects and meeting agreed-upon performance metrics. Develop a culture of philanthropy across UTS by building strategic partnerships with deans, department heads and faculty; identify opportunities to support and serve academic and campus-wide units.
- ◆ Lead fundraising and other investments on behalf of UT Southern from alumni, private individuals, corporations, foundations and other appropriate sources of private gifts, grants or contracts.
- ◆ Monitor the performance of UT Southern's fundraising and engagement activities, implementing strategies and systems to support the success of the campus and the broader UTFI enterprise.
- ◆ Lead all aspects of a complex team, including managing, mentoring, motivating, retaining and evaluating staff.



- ◆ Promote a culture of continuous improvement and develop strategies to accomplish the UT Foundation's long-term goals and vision.
- ◆ Serve on the UT Southern chancellor's cabinet.
- ◆ Serve on the UTFI leadership team.
- ◆ Serve as a primary administrative officer by representing the President/CEO in selected organizational interactions.
- ◆ During periods of staff outages, the vice chancellor will serve as back-up for managerial and operational support.
- ◆ Maintain cooperative and collaborative relationships with:
 - a. UTFI development and alumni affairs staff at the system and campus levels.
 - b. UT System staff involved in governmental and public relations.
 - c. UT System staff involved in outreach across the State of Tennessee.
- ◆ Other duties as may be jointly assigned by the UTFI president & CEO and UTS chancellor.



COLLEAGUES

Melinda Arnold

Chancellor



Dr. Melinda Arnold is a seasoned higher education leader with more than 20 years of experience in academic administration, student success, and public service. She most recently served as Special Assistant to the President at Texas A&M University–Texarkana, where she previously served as Provost and Senior Vice President for Academic Affairs; her work focused on expanding access, launching high-demand academic programs and driving enrollment growth. Under her leadership, the university achieved record enrollment, expanded student support services and secured millions of dollars in external funding.

Prior to joining TAMUT, Dr. Arnold served as Provost at Montana State University Billings, where she championed student success initiatives and achieved significant enrollment growth.

Dr. Arnold previously held a leadership role at the University of North Texas at Dallas, where she launched academic transfer pathway programs with community colleges across the Dallas Metroplex. She began her career in higher education administration as an Associate Dean at East Texas A&M University. Dr. Arnold’s background also includes executive roles in criminal justice organizations and extensive grant and policy development experience.

Dr. Arnold holds a Ph.D. and M.A. in Criminal Justice from Rutgers University, an M.A. in Liberal Studies from Northwestern University and a B.A. in Philosophy from the University of Texas at Austin. She has authored numerous peer-reviewed publications on criminal justice and offender re-entry and is a graduate of the Harvard Graduate School of Education’s Institute for Educational Management. She and her husband, Jeff, have three children, three grandchildren (and one on the way) and a dog, Kacey.

COLLEAGUES

Kerry Witcher

Vice President for Advancement, University of Tennessee

President & CEO, University of Tennessee Foundation, Inc.



Kerry Witcher was confirmed by the UT Board of Trustees in March 2019 as vice president for development and alumni affairs and as president of the UT Foundation, the University's interdependent, not-for-profit fundraising organization. He previously assumed the dual interim roles in February 2018.

He is responsible for providing leadership, planning, coordination and management of development and alumni affairs programs for the entire multi-campus University system and oversees an annual budget of over \$30 million. Under his leadership, the Foundation has averaged more than \$300 million per year in private support, and the donor base Systemwide has grown from 63,000 to 86,000. In fiscal year 2024, the UT Foundation raised \$8.15 for every \$1 invested.

As president of UTFI, Witcher is responsible for the organization's over 270 employees working in development, alumni affairs, communications, stewardship, finance, human resources and advancement services. Through an emphasis in culture and employee-focused initiatives, the Foundation was awarded a Top Workplaces distinction in 2022 and 2023, which is earned through employee feedback and compared against organizational peers.

He joined his alma mater as director of alumni programs in 1987. Prior to his current role, Witcher was a member of the executive team and chief operations officer for the UT Alumni Association, the over 454,000-member organization serving alumni from all UT campuses.

Witcher, a UT Knoxville alumnus, came to UT after a career in sales and marketing for a pharmaceutical company. From 1992 to 2004, Witcher was assistant vice president for annual giving at UT. He also served as interim executive director of the UT Alumni Association from September 2006 to May 2007.

A native of Lafayette, Tennessee, Witcher and his wife, Karen, live in Knoxville and have three children.

QUALIFICATIONS



The ideal candidate is a demonstrated leader in philanthropy and relationship building. They will have managed a high-performance program in the past and will bring a combination of strong business acumen and in-depth knowledge of effective fundraising strategies and operations to provide management oversight, leadership and strategic direction to the position.

Specific qualifications include:

- ◆ Effective interpersonal skills, an engaging manner, and the capacity to influence, inspire and motivate executive and academic leadership, donors, prospects, volunteers, faculty and staff, both within UTS and beyond.
- ◆ The ability to foster connections among members of these groups and to nurture strong and long-lasting individual and institutional relationships.
- ◆ Specific experience in fundraising, sales, marketing or related fields.
- ◆ Demonstrated communications and writing skills. Demonstrated experience developing and implementing effective written communication.
- ◆ Knowledge, ability and personality necessary to convey to alumni, friends, corporations, foundations and other contributors the need, propriety and benefit of private giving to institutions of public higher education.
- ◆ Progressive experience working in higher education or other non-profit philanthropic organization.
- ◆ Experience leading a team through setting priorities and goals as part of a strategic direction to accomplish UTS and UTFI's philanthropic mission.
- ◆ Experience with strategic leadership in an environment involving multiple stakeholders.
- ◆ A collaborative and innovative mindset with strong strategic planning capabilities.

A bachelor's degree is required with advancement and leadership experience with increasing level of responsibility; an advanced degree is preferred.

PULASKI, TENNESSEE

Pulaski, Tennessee, is rich in charm, history and community connection. Nestled in Giles County and serving as its county seat, Pulaski is located just an hour south of Nashville. The heart of town is around its historic downtown square, a place where Victorian-era architecture and the friendly bustle of locally owned shops create an inviting, nostalgia-rich ambiance that evokes a slower pace of life.

For families, this small city offers a warm, supportive environment. The local school district, complemented by TCAT-Pulaski and the University of Tennessee Southern, provides educational opportunities from childhood to adulthood. Youth sports thrive at Exchange Park and the Pulaski Parks & Recreation Center, with its indoor gym, splash pad and other amenities that foster active lifestyles and community.

Indulge in sweet history with a visit to Milky Way Farm, the historic Tudor-style estate of Mars Candies founder Franklin Mars. This beloved local treasure hosts tours, events, weddings and even trail runs- bridging local history with present-day activities. Meanwhile, the Giles County Farmers Market brings residents to the courthouse square, offering fresh produce, crafts and a chance to chat with neighbors over homemade treats.

Pulaski celebrates throughout the year with family-friendly festivals that blend local culture, music, food and fun. From the Spring Jam at Big Creek Winery and the Sun Drop Festival to AutumnFest and the Milk Drop Festival, Pulaski boasts traditional and whimsical community events that draw visitors from all over the country.

Beyond town, the expansive David Crockett State Park— just a 30-minute drive away— boasts 1,319 acres of scenic terrain to camp, swim, hike, fish and explore. Nashville is a short drive and perfect for a quick day trip or weekend getaway. Catch NFL, NHL, MiLB games; attend concerts; visit local attractions and museums; enjoy fine dining and more.

Life in Pulaski isn't just peaceful; it's a place where tradition and growth go hand in hand while welcoming new energy and progress. The local economy, grounded in small business, agriculture and education, offers stability with room for innovation. Homes—ranging from classic single-family homes and Victorian gems to modern construction and country lots—ensure families and newcomers alike can find a place to call home.

Pulaski, Tennessee offers a nuanced blend of tradition and togetherness. Pulaski is where neighbors become friends, history is a living conversation and every season brings a reason to celebrate.



STATE OF TENNESSEE

Tennessee is a state with more than 6.9 million people, four large metropolitan areas, two time zones and an economy ranked* 16th-largest in the United States. While more Tennessee jobs and economic activity today are industrial or knowledge-based agrarian than farming and agricultural, production remains fundamental to the state's economy. Major outputs include textiles, cotton, cattle and electrical power—thanks to being home to the Tennessee Valley Authority.

From the Mississippi River on the western border, to the Appalachian Mountains on the eastern border, Tennessee spans a distance of more than 400 miles. Major geographic and cultural diversity are evident from the delta and farm areas of the west to the rolling hills surrounding Nashville in Middle Tennessee, to the mountainous landscape of East Tennessee.

The state's four largest cities are Memphis, metropolitan area population: more than 1.1 million; Nashville, metropolitan area population: 2.1 million; Knoxville, metropolitan area population: almost 880,000; and Chattanooga, metropolitan area population: about 562,000.

Major corporations headquartered in Tennessee include FedEx, AutoZone, International Paper, all based in Memphis; Pilot Corp., HGTV and Regal Entertainment Group based in Knoxville; Eastman Chemical based in Kingsport; Nissan's North American headquarters in Franklin; and the headquarters of Caterpillar Financial, Bridgestone-Firestone, Dollar General and HCA Healthcare, all based in the Nashville area.

The University of Tennessee maintains a presence in, draws students from and boasts alumni in each of Tennessee's 95 counties. Collectively, the entire state is the campus, and overseeing all UT enterprises and maintaining relationships with the University's numerous constituencies statewide is the responsibility of the UT System president.

**Source: U.S. News and World Report Economy Rankings*





Office of University Advancement

408 West Madison Street | Reveille House

Pulaski, TN 38478 | 931-363-9824

alumni.utsouthern.edu