

JOB INFORMATION

Effective Date	8/2/2023
Job Code:	2235
Job Title:	Manager, Advancement/Business Operations
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	P2 - Intermediate Professional
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Development
Job Family:	Fundraising Administration
Job Summary	The Manager, Advancement/Business Operations is responsible for all facets of gift acceptance/compliance; will monitor, document and communicate endowment performance reports; changes in gift-related SAMs; provide support for stewardship activities that involve reporting to donors; liaise between UHCL and UHS Treasury on processes including gift accounting, wires, stock/security transfers, and endowments. Manage UA annual assessments; supervise direct report(s) with gift transmittals, corrections, and donor record research. Effectively communicate with supervisor and campus partners on successes and challenges. Initiate and support Budgeting, contracts, new hire process, operations analysis and develop best practices and other functions that supports University Advancement.

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	Degree in Business Administration or Liberal Arts or related field.	Required	
Master's Degree	Degree in Operations Management, Financial Accounting, or Public Administration.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	Minimum three years of progressive experience with budgeting, project management and institutional advancement in support of fundraising in a higher education setting. Two years of experience collaborating between institutional or management offices.	Required	
Less than 3 yrs	Five or more years experience with all aspects of contract services.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Working knowledge and ability to manage all facets of budgeting related to the division.	Proficient
• Working knowledge and ability to effectively manage relative policies and procedures.	Proficient
• Ability to use PeopleSoft and CRM platforms.	Proficient
• Ability to use Microsoft Office (Word, Excel, and PowerPoint).	Proficient
• Must have to ability to supervise others.	Skilled
• Must have effective communication skills with the ability to work with a variety of departments and colleagues.	Skilled
• Must have relationship building skills as well as the ability to collaborate with all levels of staff.	Skilled
• Must be able to present departmental information in a clear and concise manner.	Skilled
• Working knowledge of fundraising operations and gift compliance.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Manage gift processing, endowment and gift agreements and reporting. Manage procurement, accounting functions, service contracts, and asset management.	30%
• Coordinate gift reporting and research; ensure compliance per UH System policy. Manage and monitor operations between University Advancement, General Accounting, and Treasury as needed; liaise with UH Foundation.	15%
• Prepare and direct the divisional budget, ensure implementation of internal control policies and procedures as required to support cash/revenue collection and related financial reporting.	15%
• Develop and support division's annual budgetary process; serves as the primary budget advisor to the division Vice President and Executive Director in finalization of budgets.	10%
• Serve as personnel officer for the division and as liaison with the Human Resources Department by directing personnel requests, reclassifications, promotions, and new-hire recommendations as directed by VP and Executive Director.	10%
• Supervise one or more direct reports responsible for gift processing, donor record hygiene, and light stewardship.	10%
• Create and present reports and analyses of a varied and complex nature related to management and fiscal affairs that support the annual business planning process with UHS Advancement.	5%
• Additional duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description