

**JOB INFORMATION**

Effective Date	1/26/2023
Job Code:	2248
Job Title:	Exe Dir, University Advancement
Salary Grade/Structure:	090 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Development
Job Family:	Fundraising
Job Summary	The Executive Director (ED) of University Advancement (UA) manages and provides operational oversight of the six components of UA - Alumni, Advancement Services, Development, Theater, and Cultural Arts, Marketing & Communications, and Special Events. Responsible for strategically aligning resources to create data-driven solutions to advance operational effectiveness in key fundraising service areas, including research and database management, reporting and analysis, corporate relations, fundraising and stewardship, alumni relations, theater and cultural arts, and event planning. This position serves as the primary liaison between UA, internal department/division directors, and external partners, ensuring systems and business practices effectively support the University's Strategic Plan. In the absence of the Vice President, the ED will assume additional day-to-day leadership and supervisory responsibilities as needed.

**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	Bachelor's degree in Business or another related field.	Required	
Master's Degree	Master's degree in Fund Raising, Advancement or related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Progressive leadership experience in advancement operations, major and principle gifts, database management, reporting and analysis, stewardship, budgeting and planning and information management within a public higher-education or non-profit environment; professional knowledge of advancement operations.	Required	

## Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Progressive experience in Higher Education advancement services, database management, reporting and analysis, or information management within a non-profit environment. Demonstrated success with cultivation of major and principal gifts.	Preferred	

## Licenses and Certifications

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

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Progressive knowledge of and direct experience with fundraising, events, donor databases, strategic planning, budgeting and office operations.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to communicate effectively with internal and external constituents; persuasive management; promotes team cohesion and assessment skills.</li> </ul>	Skilled

## JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Reports to the VP of University Advancement (VPUA) and provides operational support through leadership, strategy assessment, and fiscal and administrative oversight to the University Advancement department/division. Duties include management of daily office operations and workflows by providing guidance and support for all efforts, tasks, and requests as deemed by the vice president. Budget oversight of all UA components is essential.</li> </ul>	30%
<ul style="list-style-type: none"> <li>Responsible for working on a strategic prospect portfolio comprised of Major, Principal, Planned, and Corporate Foundation gifts.</li> </ul>	20%
<ul style="list-style-type: none"> <li>Assist VPUA by leading fundraising strategy development. Develops and partners with UA leadership on a comprehensive development program including annual, major/principle, planned, corporate and foundations. Streamline prospect management processes for existing and new development officers. Provide leadership support to UA team leads in Alumni, MarComm, and Theater and Cultural Arts who are responsible for the creation and implementation of operational strategies within their areas. Support stewardship and event strategies.</li> </ul>	20%
<ul style="list-style-type: none"> <li>Continually evaluate operational procedures for efficacy and recommend revisions as needed. Establish policies, procedures and service standards to improve delivery and customer service related to all components of UA. This includes project management, platform upgrades, process implementation, dashboard creation, and evaluate development of custom-reporting needs. Will serve as a technical resource to help define, estimate and propose solutions for business needs and assess use of CRM; develop and recommend improvements for system effectiveness.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Works with Major Gifts, Alumni Engagement &amp; Special Events teams on key University Advancement initiatives.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Promotes individual professional growth and development by ensuring team members meet requirements for mandatory/continuing education and skills competency; supports department-based goals, which contribute to the success of the organization; serves as mentor and resource to less experienced staff.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Performs all other duties as assigned.</li> </ul>	5%

## PRE-EMPLOYMENT

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

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### 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