

University of Houston – Clear Lake

Position Description

Job Title: **Director, Development**

Job Code: **2238**

Pay Grade: **050**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Communications, Marketing, Social Sciences, Business or other people-related field	
Experience	Two to three years related experience	Three to five years, including work with major gifts
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Director of Development helps oversee and lead the development aspects of the University Advancement goals and objectives, including the planning, implementation and stewardship of the fund-raising process in conjunction with the AVP-UA. The Dir. assists the AVP-UA with leadership and planning, as well as direct solicitation and proposal development/writing, overseeing the continuum from prospect/donor management through annual fund initiatives to major gifts and planned giving. The Dir's. efforts are directed toward both short and long-term successes, with current achievements used for long-term growth of the development efforts. The Dir. sometimes represents the university and its various schools and programs-either directly or through leadership of others involved in fund-raising to individuals, businesses, foundations and the community.

Duties and responsibilities

% Time

Makes major gift solicitations of constituent groups as assigned, participates in determining of funding priorities as well as prospect identification, cultivation, solicitation, proposal development and stewardship.	30
Assists the AVP-UA to develop and implement a strategic plan (budget, resources, events, etc.) while supervising a development team within the unit with realistic goals and schedules, for overall fund-raising programs and other assigned advancement activities.	20
Involved in endowment activities including working with donors to establish criteria and amend documents, annual reporting, special events and donor recognition; serve as liaison to corporations, foundations, individual donors and UHS for endowment matters.	15
Oversee the fund and other segmented fund-raising programs designed to generate on-going revenue support including phonathons, personal solicitations, and other methods to optimize revenues.	10
Involved with comprehensive donor stewardship program (acknowledgement letters, stewardship reports, giving recognition levels such as President's Cabinet, special events, etc. aimed at annual and major gift renewal; participates in university-wide stewardship activities when necessary.	10
Participates in school, university and system committees, collaborations and special programs;	10

serves as a UHCL liaison to assigned chambers of commerce and professional organizations. Help supervise a development team within the unit including performance management, hiring decisions and budgetary responsibility.	
Help with development communications activities in collaboration with UHCL Office of Communications through the preparations of proposals, reports, newsletters, brochures and collateral pieces. Performs other job-related duties as assigned.	5

This position description describes the general qualifications, duties and responsibilities of work being performed.