

# University of Houston – Clear Lake

## Position Description

Job Title: **Assistant Director, Development**

Job Code: **2234**

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	Three to five years of related experience	Two to three years of annual fund programming management
License/Certification		

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

### POSITION SUMMARY

The Assistant Director, Development implements the annual fund-type aspects of University Advancement goals and objectives, particularly acquiring donors and gifts in the annual fund range. This position oversees phone and letter solicitation initiatives for the university, and its schools, programs and units. The role includes analysis of program trends using "best practices" to enhance fundraising and donor acquisition success.

Duties and responsibilities	% Time
Oversee, manage and provide leadership to all annual-fund related activities.	80
Help with donor and gift data management and reports, including abiding by laws, processes and policies, as well as developing strategic plans on how to use the data to enhance annual fund success.	10
Performs other job-related duties as assigned.	10

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