

University of Houston – Clear Lake

Position Description

Job Title: **Associate Director, Advancement Svcs**

Job Code: **2235**

Pay Grade: **050**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in business or related field	Advanced degree in business or related field
Experience	Three years of university advancement services experience including alumni and donor records, prospect portfolio management, gift and endowment agreements and gift processing. Ability to perform a variety of functions within a fundraising database	Five years of university advancement services experience. Two years management/supervisory experience. Strong experience with the Advance database system.
License/Certification		

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

POSITION SUMMARY

The Associate Director of Advancement Services oversees all back office support functions for the Office of University Advancement to support efforts to build and maintain strong relationships with UHCL alumni and donors and to augment fundraising results while providing good customer service to internal employees and external constituents. The Associate Director has direct responsibility for: alumni and donor records, gift processing, endowment and gift agreements prospect research, proposal writing, graphic design and budgeting. The Associate Director supervises a team of three or more employees and two or more student workers and interns. This position will work with the University Advancement team and other units to create gift spending criteria, provide data needed for donor acquisitions, create lists and follow protocol for mail/email communications and ensure gift reporting and compliance are being followed per UHS policy. This position will interact with UHS employees, various constituents at UHCL, donors and will also serve as the primary liaison with the UH System Advancement Services team.

Duties and responsibilities

% Time

Manages/supervises the Advancement Services team to ensure accurate gift processing, donor and alumni recordkeeping, endowment and gift agreements and reporting, development communications and donor research.	50
Work with University Advancement team in creating gift spending criteria, providing data for donor acquisitions, creating lists and following protocol for mail/email communications.	30
Ensure gift reporting and compliance are being followed per UHS policy.	10
Interact with UHS employees, various constituents at UHCL and donors.	10

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