

University of Houston – Clear Lake

Position Description

Job Title: **Assoc Director, Development - Major Gifts**

Job Code: **2291**

Pay Grade: **060**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree from a college or university.	Degree in Communications, Marketing, Psychology, Social Science or related field
Experience	Two years of development, advancement and/or fundraising experience.	Three to five years development, advancement or fundraising experience. Demonstrated success in higher education setting
License/Certification		

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

POSITION SUMMARY

The Associate Director of Development will assist in implementing a strategic fundraising plan per the fundraising priorities set by the university and goals set by supervisor. This individual will be expected to conduct discovery visits, manage donor prospect relationships and make solicitations. The incumbent should possess some knowledge and experience with fundraising. The incumbent will manage a portfolio of prospects with a giving capacity of \$50,000 to \$100,000. She/he will be expected to participate in university-wide development and non-development related activities on and off campus. The incumbent must be able to maintain a professional demeanor and be a committed team player.

Duties and responsibilities	% Time
Identifies, cultivates and solicits prospects; stewards donors; works with faculty, staff and volunteers as appropriate.	70
Manages a portfolio of prospects with a giving capacity of \$50,000 to \$100,000.	10
Attends and participates in university development activities on and off campus as needed.	10
Attends alumni committee meetings and other related activities.	10

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