

# UNIVERSITY OF DALLAS

Job Number: 12355UD

## Assistant Director of Development

Date Posted: May 23, 2022

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### WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

### JOB DESCRIPTION

UD is currently seeking an Assistant Director of Development to assist in identifying, cultivating, and soliciting alumni, parents, and friends of the institution capable of making gifts of \$50,000 or more.

### PRIMARY RESPONSIBILITIES

- Implement and execute strategies to increase the number of major donors and gifts to the university.
- Identify a viable pool of donors capable of making gifts of \$50,000 and above to the university in coordination with department leadership.
- Develop and maintain assigned ongoing relationships with prospects and donors who have the capacity to make philanthropic gifts of \$50,000 and up.
- Execute strategies for the solicitation of major gifts, including determining ongoing relationships with prospect/donor, recommending specific purpose and gift level, and subsequent solicitation.
- Manage a portfolio of current and prospective donors and research and works to continually identify, qualify, cultivate, solicit and steward current and new constituents for operating, endowment, campaign, and planned gifts in close coordination with the AVP of Development.
- Work in partnership with other areas of the Advancement Office, as assigned, to increase development revenue for the university.
- Represent the Advancement Office at university events.
- Other duties as assigned to ensure the efficient and effective operation of the Office of Advancement.

### MINIMUM REQUIREMENTS

- Bachelor's Degree required.
- Three years of work experience in a related field.

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- Excellent written, communication, and organizational skills.
- Ability to represent the Office of Advancement professionally.
- Ability to work with sensitive and confidential information.
- Ability to think strategically and creatively about how to develop and implement new programs that meet the needs of various constituencies.
- Ability to determine goals and set priorities.
- Initiative, detail orientation, and ability to handle diversified tasks concurrently.
- Proficiency with PC computers and standard applications including, but not limited to, Microsoft Word, Excel, Access, and PowerPoint.

## **PREFERRED QUALIFICATIONS**

- Development experience in higher education or non-profit sector preferred.
- Knowledge of Raisers Edge is desirable.

## **BENEFITS**

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefits for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

**The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.**

**The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.**