Job Number: 11970UD

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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 a Director of Advancement of Services to serve as a member of the VP’s strategy team, providing strategic leadership to the development services unit. This position will be responsible for the design, development, implementation, and continuous improvement of the University’s advancement services function. The Director of Advancement Services will work as a vital partner in fundraising success with principal and major gifts, project development, annual giving, alumni relations, donor relations, and constituent communications. This position will lead the implementation, management, and training in using of information tools and technology that support all fundraising business processes, including the master records management of alumni, parent, friend, and donor information for UD.

PRIMARY RESPONSIBILITIES

- Strategic planning and development: develop, implement, and manage plans of action that address clarity and effectiveness in business processes, systems evaluation and enhancement, and efficient gifts/records business processes consistent with current IRS regulations.
- Support data analytics to track success and identify prospects for institutional support.
- Working closely with VP’s strategy team, develop advancement services policies and procedures to include gift processing, fund management and development, and prospect management.
- Oversee full implementation of CRM solution to serve UD’s advancement goals, assess gaps, and develop efficient plans to address potential problems.
- Oversee and manage the functions that are responsible for continual maintenance of data stored on the advancement database; transition any information remaining in hardcopy constituent files; and ensure data integrity through ongoing updating of historical, biographical, prospect, and other information about constituents.
UNIVERSITY OF DALLAS

- Maintain central records: an information depot that houses files containing confidential and other information about alumni, corporations, foundations, and friends; Utilize outside services to increase data integrity.
- Train advancement staff to properly and powerfully use the system.
- Manage the department’s workflow, including but not limited to establishing processes for dissemination of new information, and the maintenance and production of information on prospects.
- Work closely with VP and AVP for Development to establish consistent systems for effective, proactive prospecting to identify individuals with significant giving capacity for the University.
- Work with Business and Finance to strengthen cross-functional collaboration to support institutional goals to increase donor upgrade and retention.

MINIMUM REQUIREMENTS

- Bachelor’s degree required.
- Three to five years’ experience of progressive advancement experience with strong preference given to higher education.
- Experience with Blackbaud NXT/Raiser’s Edge.

ADDITIONAL INFORMATION

- This position requires interfacing frequently with administrators, faculty, staff, students, donors, trustees, and other high-profile individuals in the community.
- Exemplary quantitative and analytical skills, including the ability to understand complex financial records and strategic management skills.
- A friendly and supportive management style that brings out the best in colleagues, staff, and volunteers; the personal generosity required to recognize the contributions and accomplishments of others.
- Must be a forward-thinking strategic leader who can balance diverse agendas and points of view in a dynamic and enterprising environment.

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.