

# UNIVERSITY OF DALLAS

**Donor Relations Officer**

Job Number: 12010UD  
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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 Donor Relations Officer to manage the Advancement stewardship efforts from first-time donors to major donors, ensuring consistent communication across all channels. The position assists and reports to the Director of Alumni and Donor Relations and Program Services.

## **PRIMARY RESPONSIBILITIES**

- Implement ways to steward University Societies, including but not limited to Legacy Society, Parent Council, and President's Society, with the goal of increasing upgrades.
- Responsible for major gift stewardship, including written correspondence from the president and reporting in the database. Delivers high-quality, tailored communications.
- Tracks all stewardship efforts in a concise manner such that they can be reported and delivered to supervisor and advancement leadership.
- Oversee endowment and major annual gift reporting, ensuring accuracy and timeliness to ensure key institutional donors received highly tailored, personalized stewardship that supports upgrade and pipeline development.
- Create and implement effective ways to communicate to major donors their impact through various methods of recognition, meaningful gifts, and/or events.
- Manage and support in-person and virtual stewardship events in planning and execution.
- Manage, order, and track all hospitality gifts and inventory in support of stewardship goals.
- Manage stewardship from student scholarship recipients in written communication and personalized phone calls from students to stewarded donors.
- Collaborate with marketing and annual giving to create and maintain a process for regular stewardship for first time donors, tribute gifts, and monthly donors.
- Other duties as assigned to ensure the efficient and effective operation of University Advancement.

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## MINIMUM REQUIREMENTS

- Bachelor's degree required.
- 1-2 years of experience in a development, accounting, or advancement services position.
- Experience with databases.
- Strong interpersonal skills working with donors.
- Demonstrated organizational and analytical skills.
- Fundamental understanding of accounting practices.
- Ability to work independently and as part of a team.
- Effective decision-making and problem-solving skills.
- Ability to handle confidential data.

## PREFERRED QUALIFICATIONS

- University or other nonprofit work experience preferred.
- Experience with The Raiser's Edge and Raiser's Edge NXT preferred.

## ADDITIONAL INFORMATION

- Occasional evening or weekend work in support of University Advancement events.

## 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.**