



UNIVERSITY OF DALLAS

Annual Giving Advancement Officer

Job Number: 5853UD

Advancement

Date Posted: November 14, 2018

WHO WE ARE

The University of Dallas is a private university that leads in academics and has been 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 top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking an Annual Giving Advancement Officer who will work with the AVP for Advancement and the Annual Giving Team to develop and implement an annual giving campaign to support the university's Cor Fund. Campaign's aim is to secure funds from individual donors to meet the university's annual goal. Working closely with Alumni Relations, the Assistant Director of Communications and Marketing to develop effective materials that promote the campaign and engage donors.

PRIMARY RESPONSIBILITIES

- Develop annual campaign strategy from solicitation design to stewardship in collaboration with the AVP for Advancement and the Annual Giving Team
- Develop and coordinate the annual NtxGD Campaign and the Faculty and Staff Campaign.
- Co-manages a team of student callers in the annual giving call center during their calling periods. Management includes training, setting daily, weekly, and monthly goals for callers, monitoring information being gathered, relaying information to data services, and other duties as they arise.
- Support the Advancement Office event calendar by assisting and attending events as needed including Alumni Family Weekend, Groundhog, Galecke Open and the DAA to help promote the university's priorities.
- Manage and stewards a portfolio of current and potential donors that relate to leadership annual giving – including cultivation and solicitation.
- Works with the Assistant Director of Communications and the Marketing staff to develop marketing materials that promote annual giving and the university's annual fund, the Cor Fund.
- Collaborates with the Alumni Relations staff with regard to potential alumni prospects.
- Maintains and updates the donor tracking system with call reports and other updates.



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MINIMUM REQUIREMENTS

- Bachelor's degree required. Master's degree preferred
- 3 – 5 years of annual fund or fundraising related experience.
- Fundraising certificate preferred
- Experience working in a university setting a plus

ADDITIONAL INFORMATION

- May require irregular work hours, including nights and/or weekends.
- Must have automobile and applicable insurance.

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; free tuition 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 is an Equal Opportunity/Affirmative Action employer. The university does not discriminate against individuals on the basis of race, color, religion, sex, national origin, genetic information, protected veteran status, age or disability in the administration of its employment practices.