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 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 Services who will serve as a member of the Vice President of University Advancement’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. In addition, work as a vital partner in fundraising success with principal and major gifts, project development, annual giving and alumni relations, and donor relations and constituent communications.

PRIMARY RESPONSIBILITIES

- Develop, implement, and manage plans of action that address clarity and effectiveness in business process, systems evaluation and enhancement.
- Develop advancement services policies and procedures to include gift processing, fund management and development, and prospect management.
- Oversee full implementation of current CRM solution (RE NXT); assess gaps and develop efficient plans to address. Responsible for training University Advancement staff to properly and powerfully use the system.
- 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.
- Manage the department’s work flow; establish processes for dissemination of new information as well the maintenance and production of information on prospects.
- Work closely with the VP for University Advancement and AVP for Development to establish consistent systems for effective, proactive prospecting, to identify prospects with significant giving capacity for the University.
• Develop and oversee budget, including forecasting expense based upon projected enrollments and costs; analysis of projected versus actual revenues and expenditures; and the efficient allocation of resources among production, programming, equipment, maintenance and other support functions.

MINIMUM REQUIREMENTS

• Bachelor’s degree.
• Five years’ experience of progressive advancement services experience. Sorting preference given to higher education.
• Experience with Blackbaud NXT/Raiser’s Edge.

ADDITIONAL INFORMATION

• Must be a forward thinking strategic leader who can balance diverse agendas and points of view in a dynamic and enterprising environment.
• Strong problem solving skills with the ability to understand the complexity of an issue and advise administration on appropriate strategies to meet goals efficiently.

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 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.