

# UNIVERSITY OF DALLAS

Job Number: 12720UD

**Advancement Coordinator**

Date Posted: September 08, 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 Advancement Coordinator to serve as a senior professional executive assistant to the Vice President for Development and External Relations at the University of Dallas. Main duties include supporting the Vice President with a focus on prospect engagement, solicitation, and stewardship. The ideal candidate will be a creative self-starter, possess outstanding interpersonal skills, exhibit flexible humility and integrity, and an in-depth understanding of and affinity for the University, its mission, vision and values, and its various programs and initiatives. Regularly works with the most sensitive, highly confidential, strategic, and critical information in support of the advancement executive team.

## PRIMARY RESPONSIBILITIES

- Assist the Vice President with managing a portfolio of key institutional prospects and donors. This includes working with colleagues to provide timely briefings and tracking relationships in the University's Constituent Relationship Database.
- Prepare correspondence, proposals, and communications for the Vice President, as needed, working with Marketing and Communications when needed.
- Coordinate closely with Donor Relations Officer to manage Vice President stewardship, ensuring thank yous, follow-ups, and outreach is done in a timely and highly personalized manner.
- Provide and manage administrative, operational, and organizational support for the Vice President serving as a member of the University Advancement Leadership Team

### Priorities:

- Support timely, positive constituent relations while ensuring highly productive executive activity.
- Manage, coordinate, and support business meetings and travel for the Vice President.
- Budget management.
- Hiring and Onboarding.

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- Manage student interns.
- Build reports, agendas, and report on progress, goals, and other data as needed for various presentations, and especially for board meetings.
- Other duties as assigned to ensure the efficient and effective operation of the Office of Development and University Relations.

## MINIMUM REQUIREMENTS

- Bachelor's degree and three years of high-profile professional experience.
- Experience with research and writing for different audiences.
- Proficient with Microsoft Office products

## PREFERRED QUALIFICATIONS

- Experience in senior support roles in Advancement, Higher Education, or Non-profit preferred.

## ADDITIONAL INFORMATION

- This position may require working extended work hours, including evenings and weekends, as necessary, to support the Vice President.
- Superior written and verbal communication.
- Exceptional organizational skills.
- Exceptional problem-solving and decision-making.
- Discretion and the ability to handle sensitive and confidential information.

## 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.**