

UNIVERSITY *of* DALLAS

Job Number: 13643UD

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Vice President for Development and University Relations

WHO WE ARE

The University of Dallas is a Catholic university that seeks to educate the whole person, encouraging its students to pursue wisdom, truth and virtue as the proper and primary ends of education. We have consistently ranked as one of the top regional universities in the country. All employees are expected to understand and support the [Mission](#).

JOB DESCRIPTION

UD is currently seeking a Vice President for Development and University Relations to serve as the key executive responsible for providing strategic leadership in the planning and directing of constituent relations and philanthropic initiatives to support and advance the mission of the University of Dallas (UD). Reporting to the President, the Vice President for Development and University Relations will oversee Development, Alumni, as well as Parent and Corporate/Foundation Relations with a goal of deepening the University's network of partnerships and support. The Vice President will counsel the President, Board of Trustees, and work with other University executive officers, deans and directors to develop and implement short, mid, and long-range philanthropic strategies in accordance with the University's Mission and strategic plan.

PRIMARY RESPONSIBILITIES

- Develop the overall strategy, direction and organization for development, external relations and campaign planning and execution to accomplish the short, mid and long-term philanthropic and external relations goals of UD.
- Serve as an excellent leader of an established and motivated team in all areas of philanthropic fundraising, including cultivation, solicitation, and stewardship.
- Build relationships with the Board, alumni, full-time and adjunct faculty, staff, student parents, important friends of the University, and the community at large in order to promote UD.
- Cultivate philanthropic relationships that will systematically increase annual giving and broaden the base of principal and major gift support from individuals, corporations, and foundations.
- Build effective constituent programs that increase engagement, commitment, and support of the University.
- Ensure that campaigns are properly researched, organized, boldly executed and assessed for effectiveness.

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- Manage and motivate a professional staff to ensure integration of efforts and to achieve all goals.
- Encourage and facilitate volunteer leadership in all development programs and activities of the University.

MINIMUM REQUIREMENTS

- Bachelor's degree required.
- A proven track record of leadership in advancement, preferably in higher education, with demonstrated experience in major gifts, capital, comprehensive, and annual campaigns, alumni relations, corporate and foundations solicitations, and planned giving.
- Demonstrated financial acumen providing oversight and leadership to ensure fund stewardship.

PREFERRED QUALIFICATIONS

- Advanced degree preferred.

ADDITIONAL INFORMATION

- Strong organizational, supervisory, and leadership capabilities are required.
- Broad and deep knowledge of development including an understanding of major gift solicitation techniques, annual and capital campaign strategies, corporate and foundation grant proposals, and alumni appeals.
- Exemplary interpersonal skills are essential.
- Notable communications abilities that allow one to promote a vision, to articulate a strategy, and to inspire both a team of co-workers and a committed group of volunteers.
- Well-developed social skills and the ability to forge strong personal relationships with a broad range of constituents based on trust and credibility. Ideally, an understanding of the dynamics of a small, high quality university.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, vision, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition waiver, tuition exchange 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.