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Associate Director of Development- Moody College

Purpose

To serve as the Associate Director of Development on Texas Development's Individual Philanthropy team, supporting Moody College. Successful candidates will work closely with the College and focus on identifying and cultivating prospects with a capacity of \$100,000+ with an emphasis on soliciting gifts of \$100,000 and above.

Responsibilities

80%

- Build and carry an active portfolio of 75-120 prospective donors across the US.
- Engage in qualification, strategy, development, relationship building, and closing of major gifts at \$100,000+ for the Moody College.
- Consistently produce \$2,500,000+ per year.
- Successfully deliver 12-20 funding proposals to prospective and current donors.
- Effectively work with, communicate with, and collaborate with faculty, academic leaders, and other development staff to develop campus-wide funding opportunities to reach campaign goals. Work collaboratively, proactively, and in a professional, service-oriented manner with all University development officers to further the development goals of the University.
- Regularly travel to meet with donors for the purposes of qualification, solicitation and stewardship.

20%

- Utilize a fundraising database and prospecting tools. Maintain appropriate electronic documentation on a timely basis, including engagement activities, proposal tracking, contact reports, donor strategies and forecasting.
- Record timely reports, letters, proposals, or gift agreements following a donor contact.
- Maintain an understanding of university priorities, vision and mission.
- Participate in goal setting, proposal preparation, strategy development, and stewardship as required for donors in the portfolio.

Required Qualifications

- Bachelor's Degree.
- Demonstrated ability to execute successful full-cycle donor strategy.
- A minimum of one year of experience in higher education philanthropy or related fields.

- High degree of emotional intelligence.
- Demonstrated ability to show tenacity and be nimble.
- Ability to drive results.
- Highly effective communication skills (written, verbal, interpersonal).
- Ability to think strategically and creatively and work well under pressure.
- Project management skills.
- Capable of working independently, while also engaging in collaboration between teams.
- Ability to travel frequently to visit prospects and donors.
- Ability to use discretion and maintain integrity and professionalism.

Relevant education and experience may be substituted as appropriate.

Preferred Qualifications

- Three + years of frontline fundraising experience.
- Experience working in a large-scale complex research university.
- Knowledge of UT Austin policies and procedures.
- Experience with VIP, Raiser's Edge or other similar CRM.

Salary Range

- \$65,000 - \$80,000 depending on qualifications