



# Director of Development & Alumni Engagement

## POSITION SUMMARY

Huston-Tillotson University (HT) is seeking an enthusiastic and strategic **Director of Development & Alumni Engagement** to lead the University's fundraising and alumni relations efforts. This position is responsible for developing and executing a comprehensive fundraising strategy to secure major gifts, annual giving, and other forms of financial support. Additionally, the Director will focus on strengthening relationships with alumni and engaging them in the University's ongoing success through philanthropy, volunteerism, and advocacy.

### Key Responsibilities:

- **Fundraising Leadership:**
  - Develop and implement a strategic fundraising plan to meet short- and long-term financial goals for Huston-Tillotson University.
  - Oversee all aspects of development, including major gifts, corporate partnerships, annual giving, and foundation support.
  - Identify, cultivate, and solicit potential donors, including alumni, friends, corporations, and foundations.
  - Collaborate with the Vice President for Institutional Advancement to align fundraising priorities with the University's mission and strategic goals.
- **Alumni Engagement:**
  - Develop and implement a comprehensive alumni engagement strategy that fosters meaningful relationships between alumni and HT.
  - Create programs and opportunities for alumni to engage with the University through events, mentorship, career support, and volunteer activities.
  - Build strong connections with HT's alumni to encourage financial support and advocacy for the University.
- **Donor Stewardship & Cultivation:**
  - Manage a portfolio of 25-50 gift prospects and donors, designing and implementing personalized strategies for cultivation, solicitation, and stewardship.
  - Create and execute stewardship plans that engage and recognize donors for their contributions.
  - Organize and host events, campus visits, and recognition opportunities to celebrate donor impact and strengthen relationships.

- **Collaboration & Leadership:**

- Work closely with University leadership, faculty, and staff to align fundraising and alumni engagement efforts with institutional priorities.
- Partner with internal departments, including marketing and communications, to create compelling messages that promote giving and alumni engagement.
- Lead and mentor a team focused on development and alumni relations, fostering a culture of collaboration and high performance.

- **Outreach & Communication:**

- Work closely with Marketing, Strategy, Impact, and Innovation to develop communication and marketing materials to promote fundraising and alumni engagement initiatives.
- Serve as a key representative for the University at community events, conferences, and alumni gatherings, both locally and nationally.
- Work with the Alumni Association to increase engagement and collaboration among alumni and the University.

- **Data Management & Reporting:**

- Utilize donor management software (experience with Raiser's Edge or similar platforms preferred) to track donor relationships, gift histories, and engagement activities.
- Provide regular reports on fundraising progress, alumni engagement, and the success of various initiatives.
- Establish and monitor key performance metrics to assess the effectiveness of development and alumni relations strategies.

**Qualifications:**

- Bachelor's degree required; advanced degree preferred.
- Minimum of 5-7 years of experience in fundraising, development, or alumni relations, preferably within higher education or nonprofit sectors.
- Proven track record of securing major gifts and building sustainable donor relationships.
- Strong knowledge of fundraising best practices, including major gifts, planned giving, corporate giving, and alumni engagement.
- Excellent communication, presentation, and interpersonal skills, with the ability to engage and inspire a diverse range of stakeholders.
- Experience managing a team and working collaboratively across departments.

- Strong project management skills with the ability to manage multiple priorities and meet deadlines.
- Proficiency with donor management and CRM systems (Raiser's Edge or similar software preferred).

**Salary & Benefits:**

Huston-Tillotson University offers a competitive salary, commensurate with experience, along with a comprehensive benefits package, including health insurance, retirement plans, and professional development opportunities. Salary range \$75K to 80K.

**How to Apply:**

Apply at <https://htu.edu/offices/human-resources/careers/>

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**About Huston-Tillotson University:**

Huston-Tillotson University is a historically Black institution located in Austin, Texas, dedicated to fostering academic excellence, leadership, and service. With a rich history and strong community ties, HT seeks to empower students through innovative education and active engagement with the community, alumni, and partners.