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Job Posting Title:

Director of Development, Major Gifts

Hiring Department:

Department of Computer Science

Position Open To:

All Applicants

Weekly Scheduled Hours:

40

FLSA Status:

Exempt

Earliest Start Date:

Immediately

Position Duration:

Expected to Continue

Location:

AUSTIN, TX

Job Details:

General Notes

This position will support the university's Department of Computer Science (UTCS), which boasts a top ten ranking from US News and more than 6,500 students across all programs. This places UT among the most significant intellectual hubs for computer science research and education anywhere in the world. UTCS has a close relationship with Austin's thriving tech culture and works at the forefront of fields such as artificial intelligence, robotics, quantum computing, and cybersecurity.

Purpose

To serve as the Director of Development, Major Gifts, on the Computer Science development team. Successful candidates will work closely with the team's existing Director of Development and focus on identifying and cultivating new donor prospects with a capacity of \$100,000+.

Responsibilities

- Build and carry an active portfolio of 70-90 well-qualified prospective and active donors with a capacity of \$100,000+ and solicit gifts to support operations and grow the endowment through pledged and planned monetary gifts. Engage in qualification, strategy, development, relationship building, and closing of major gifts

at \$100,000+ for Computer Science through annual gifts and endowment of scholarships, programs, and priorities of the department.

- Participate in goal setting, proposal preparation, strategy development, and stewardship as required for donors in the managed portfolio and as requested. Successfully and consistently deliver funding proposals with a focus on engaging new donors. Consistently produce \$2,000,000+ per year in contributed revenue that is available within the fiscal year as well as building endowment funding.
- Maintain an understanding of the Computer Science priorities, vision, and mission. Effectively work with, communicate with, and collaborate with Computer Science leadership and other development staff to develop department-wide funding opportunities to reach annual budgetary and long-term campaign goals. Work collaboratively, proactively, and in a professional, service-oriented manner with all departments and development staff to further goals and mission of Computer Science.
- Utilize fundraising databases and prospecting tools. Maintain appropriate electronic documentation on a timely basis, including engagement activities, proposal tracking, contact reports, donor strategies, and forecasting.
- Performs related duties as assigned. May work on assigned projects.

Required Qualifications

- Bachelor's Degree and minimum of three years' experience in major gifts fundraising or a related field
- Proven success in developing and executing full-cycle donor strategies
- Strong emotional intelligence, intellectual curiosity and strategic thinking
- Excellent communication skills (written, verbal, interpersonal).
- Effective project management and problem-solving abilities, thrives under pressure
- Collaborative and independent work style; able to engage across teams
- Proficient in CRM platforms such as VIP, Salesforce, or similar applications
- Willingness and ability to travel frequently to engage with prospects and donors
- Demonstrated discretion, integrity and professionalism in all interactions

Relevant education and experience may be substituted as appropriate.

Preferred Qualifications

- Extensive experience beyond the minimum requirement in fundraising and/or planned giving
- Background in fundraising within a technical or STEM-focused field
- Graduate degree and/or Certified Fund Raising Executive (CFRE) certification
- Prior experience in a large, complex academic research university environment

Salary Range

\$110,000+ depending on qualifications

Working Conditions

- Standard office environment.
- Must be able to travel frequently, overnight and weekends as necessary

Required Materials

- Resume/CV
- 3 work references with their contact information; at least one reference should be from a supervisor

- Letter of interest

Important for applicants who are NOT current university employees or contingent workers: You will be prompted to submit your resume the first time you apply, then you will be provided an option to upload a new Resume for subsequent applications. Any additional Required Materials (letter of interest, references, etc.) will be uploaded in the Application Questions section; you will be able to multi-select additional files. Before submitting your online job application, ensure that ALL Required Materials have been uploaded. Once your job application has been submitted, you cannot make changes.

Important for Current university employees and contingent workers: As a current university employee or contingent worker, you MUST apply within Workday by searching for Find UT Jobs. If you are a current University employee, log-in to Workday, navigate to your Worker Profile, click the Career link in the left hand navigation menu and then update the sections in your Professional Profile before you apply. This information will be pulled in to your application. The application is one page and you will be prompted to upload your resume. In addition, you must respond to the application questions presented to upload any additional Required Materials (letter of interest, references, etc.) that were noted above.

Employment Eligibility:

Regular staff who have been employed in their current position for the last six continuous months are eligible for openings being recruited for through University-Wide or Open Recruiting, to include both promotional opportunities and lateral transfers. Staff who are promotion/transfer eligible may apply for positions without supervisor approval.

Retirement Plan Eligibility:

The retirement plan for this position is Teacher Retirement System of Texas (TRS), subject to the position being at least 20 hours per week and at least 135 days in length. This position has the option to elect the Optional Retirement Program (ORP) instead of TRS, subject to the position being 40 hours per week and at least 135 days in length.

Background Checks:

A criminal history background check will be required for finalist(s) under consideration for this position.

Equal Opportunity Employer:

The University of Texas at Austin, as an [equal opportunity/affirmative action employer](#), complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, or veteran status in employment, educational programs and activities, and admissions.

Pay Transparency:

The University of Texas at Austin will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

Employment Eligibility Verification:

If hired, you will be required to complete the federal Employment Eligibility Verification I-9 form. You will be required to present acceptable and original [documents](#) to prove your identity and authorization to work in the United States. Documents need to be presented no later than the third day of employment. Failure to do so will result in loss of employment at the university.

E-Verify:

The University of Texas at Austin use E-Verify to check the work authorization of all new hires effective May 2015. The university's company ID number for purposes of E-Verify is 854197. For more information about E-Verify, please see the following:

- [E-Verify Poster \(English and Spanish\)](#) [PDF]
- [Right to Work Poster \(English\)](#) [PDF]
- [Right to Work Poster \(Spanish\)](#) [PDF]

Compliance:

Employees may be required to report violations of law under Title IX and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). If this position is identified a Campus Security Authority (Clery Act), you will be notified and provided resources for reporting. Responsible employees under Title IX are defined and outlined in [HOP-3031](#).

The Clery Act requires all prospective employees be notified of the availability of the Annual Security and Fire Safety report. You may [access the most recent report here](#) or obtain a copy at University Compliance Services, 1616 Guadalupe Street, UTA 2.206, Austin, Texas 78701.

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