

## **University of Houston Executive Director- Donor Engagement**

### **Description**

Creates and manages the overall strategy for donor engagement within the Division's priorities and goals. Oversees strategic engagement of prospective and active donors via a comprehensive approach involving four critical areas by working collaboratively to ensure high-quality and meaningful engagements including Dev Communications, Stewardship & Compliance, Donor Relations & Recognition and Events.

1. Leads and manages the Donor Engagement team by developing a mission, vision and annual goals that complement the Division's strategic plan; sets overall direction for the team and holds staff accountable.
2. Builds and implements effective engagement programs that support the University's goals and objectives.
3. Develops consistent donor engagement policies and protocols across the University and provides effective communication of these policies internally and externally.
4. Provides leadership for designing and implementing communication strategies so that donor recognition is consistent through publications, event, and custom engagement opportunities.
5. Collaborates with campus clients and partners to develop effective donor recognition strategies for major and principal gifts.
6. Provides leadership in defining and articulating branding/messaging for current and future campaign initiatives.
7. Develops cross-campus partnerships to improve donor engagement initiatives on a university wide level.
8. Serves as internal consultant, collaborator and leader with colleagues in Annual Giving, Major and Principle Gifts, Gift Planning, Corporate and Foundation Relations, Strategic Initiatives, Volunteer Programs, Prospect Research, IT and all fundraising units, and the UH Alumni Association as determined.
9. Participates as a member of the Gift Administrative Council for gifts of \$5 Million and above.

Provides leadership and management of an overall plan for centralized coordination of donor engagement strategies to assure quality, consistency, and effectiveness of all key aspects. Works with Donor Engagement staff to provide direction and advice to campus clients, development officer and appropriate staff on donor recognition plaques, walls, and honor rolls. Collaborates with President's Office of Special Events and Protocol to develop coordinated plans for dedication and groundbreakings for facilities involving private support. Maintains thorough knowledge of University System policies and programs related to donor engagement as well as national trends and best practices related to donor recognition and stewardship. Provides periodic reports to Advancement leadership on matters related to key activities and issues in assigned area. Performs other job-related duties as required.

EEO/AA

## **Qualifications**

Bachelors and 7 year's experience

Education: Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline is normally obtained through a formal, directly job-related 4 year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed. Experience: Requires a minimum of seven (7) years of directly job-related experience. Previous demonstrated management or supervisor experience required. Strongly Preferred: Minimum of five (5) years of experience in higher education donor relations and/or stewardship, including in a capital campaign. Experience leading development communications teams.

### **Additional Job Posting Information:**

- Department is willing to accept education in lieu of experience.
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Required Attachments by Candidate

### **Resume, Cover Letter/Letter of Application**

The University of Houston is an Equal Opportunity/Affirmative Action institution and recognizes protected classes of race, color, sex (including pregnancy), genetic information, religion, age (40 and above), national origin, disability, veteran status, sexual orientation, gender identity or status, and gender expression as required by federal law. Veterans and persons with disabilities are encouraged to apply.

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