

## **Director, Law Donor Relations - (STA015277)**

Dir, Law Donor Relations

**Organization:** H0480 Alumni Relations, Law

### **Description**

Manages a comprehensive program to engage and recognize donors for their support for the University of Houston Law Center. Establishes relationships and partnerships with donors through gift acknowledgement, donor recognition, events and other communication.

1. Develops, plans, and implements personalized stewardship initiatives, stewardship events, and coordinates with development officers to determine effective stewardship for donors.
2. Maintains roles of Law Center giving societies and ensure members are appropriately stewarded through recognition events, targeted communications and select campus engagement.
3. Manages acknowledgements, condolences, and congratulatory communications for the Dean of the Law Center.
4. Serves as an expert resource for best practices in donor engagement, including protocols, business processes, and technology.
5. Collaborates with colleagues and Marketing & Communications to provide recognition through publications, donor publicity and other means.
6. Works with Student Services and Law Foundation on the coordination of financial tracking for endowed and scholarship funds.
7. Utilizes the university donor database and technology tools to enhance donor relations programs.
8. Performs other job-related duties as required.

EEO/AA

### **Qualifications**

Bachelors and 5 years experience

Requires application of advanced principles, techniques and theory in a professional discipline or thorough general business management knowledge. 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. Requires a minimum of five (5) years of job-related experience.

**Additional Job Posting Information:**

- Department is willing to accept experience in lieu of education
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- May be eligible for Alternative Workplace Arrangements

**Notes to Applicant:** In addition to the formal application made in response to this posting, applicants should send the office a short email to Associate Dean Sondra Tennessee, [stennessee@uh.edu](mailto:stennessee@uh.edu). Please express your interest and attach a resume or curriculum vitae to that email.

**Salary:** Commensurate with experience

**Required Attachments by Candidate:** Resume, Cover Letter/Letter of Application

**Employee Status:** Regular/Benefits

**Job Posting:** Sep 3, 2024, 12:35:33 PM

**Apply:**

[https://uhs.taleo.net/careersection/ex1\\_uhs/jobdetail.ftl?job=STA015277&tz=GMT-05%3A00&tzname=America%2FChicago](https://uhs.taleo.net/careersection/ex1_uhs/jobdetail.ftl?job=STA015277&tz=GMT-05%3A00&tzname=America%2FChicago)

Please include your resume or CV, and all other required documents indicated in the posting. Only applications with all required documents will be considered. All positions at the University of Houston are security sensitive and require a criminal history check.

The policy of the University of Houston System and its universities is to ensure equal opportunity in all its educational programs and activities, and all terms and conditions of employment without regard to age, race, color, disability, religion, national origin, ethnicity, military status, genetic information, sex (including gender and pregnancy), sexual orientation, gender identity or status, or gender expression, except where such a distinction is required by law.