

South Texas College of Law Houston
Position Description

Job Title: Manager, Leadership Giving
Department: Advancement and Alumni Engagement
Supervisor: Senior Director, Major Gifts
FLSA Status: Exempt
Prepared by: Nick Stinson
Prepared date: April 3, 2025
Salary range: \$62,500 - \$74,500
Job link: <https://stclh-careers.silkroad.com/>

SUMMARY

The Manager, Leadership Giving is responsible for securing leadership-level annual gifts from alumni, corporations, foundations, and friends to support the law school's campaign goals and long-term sustainability. As a key member of the Advancement and Alumni Engagement team, this role contributes to fundraising, alumni engagement, and philanthropic initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Manager, Leadership Giving is responsible for the following duties and responsibilities. Other duties may be assigned.

Advocate for and fundraise on behalf of the law school by effectively communicating its institutional priorities, strategic vision, points of pride, and higher education mission.

Develop and implement fundraising strategies to secure leadership-level annual gifts (\$1,000 to \$25,000) from individuals, foundations, and corporations.

Cultivate, solicit, and steward a diverse portfolio of prospects, ensuring strong donor relationships and long-term engagement.

Collaborate with major gifts team to establish a pipeline for transitioning annual donors to major gift prospects.

Write compelling proposals and donor communications to promote giving opportunities.

Represent the law school at key on-campus and off-campus donor events to support cultivation and stewardship efforts.

Adhere to the institution's gift acceptance policies and best practices in fundraising.

Maintain accurate records and reporting using Raiser's Edge or a similar donor database.

Support the Advancement team's initiatives and perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

The ideal candidate must maintain a professional demeanor with strong interpersonal skills and the ability to prioritize projects and workload effectively. They should be able to work collaboratively in a team environment while managing multiple projects and meeting strict deadlines. Strong organizational skills and attention to detail are essential, along with the ability to handle confidential information responsibly and uphold donor privacy. The candidate must demonstrate proven analytical, critical thinking, and problem-solving abilities.

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Proficiency in donor management databases, such as Raiser's Edge, and the Microsoft Office Suite is required. The candidate must possess excellent written and verbal communication skills, with the ability to convey ideas persuasively to coworkers, faculty, staff, and students. Creativity, strong writing and editing skills, and an eye for detail are highly valued. A service-oriented mindset is essential, along with the ability to create a welcoming environment for visitors. The candidate should also be adaptable in a fast-paced environment, possess strong multitasking skills, and be willing to learn new software programs as needed.

This position requires the ability to travel up to 30% of the time and work evenings and weekends as needed.

EDUCATION and/or EXPERIENCE

A minimum of four years of experience in fundraising, with a preference for demonstrated success in face-to-face solicitation.

Experience in higher education or a similarly complex environment is preferred.

A bachelor's degree is required; an advanced degree is appreciated.

If you believe you have the skills and experience to contribute to South Texas College of Law Houston's work, we encourage you to apply, even if you don't meet every listed qualification.

LANGUAGE SKILLS

Ability to define routine problems, collect data, establish facts, and draw valid conclusions to solve routine problems and/or deal with a variety of variables in situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

MATHEMATICAL SKILLS

Ability to perform basic math essentials

REASONING ABILITY

Ability to define routine problems, collect data, establish facts, and draw valid conclusions to solve routine problems and/or deal with a variety of variables in situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

N/A

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is regularly required to stand and walk. Occasional light to moderate lifting from floor level, at waist, and above shoulders required. Infrequent bending and stooping necessary. Specific vision abilities required by this job include close vision in order to accurately input data and proofread; distance vision in order to recognize and assist visitors to the department.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Fast paced, multi-tasking, non-smoking work environment. Must be able to work the general business schedule of the law school (9:00 a.m. to 5:30 p.m.) plus evenings and weekends as needed.