

**South Texas College of Law Houston**  
Position Description

**Job Title:** Associate Director, Constituent Relations  
**Department:** Office of Advancement and Alumni Engagement  
**Reports To:** VP, Advancement and Alumni Engagement  
**FLSA:** Exempt Staff  
**Prepared By:** Darcy Douglas  
**Prepared Date:** July 14, 2025  
**Salary Range:** \$83,000 - \$95,000  
**Job Link:** <https://stclh-careers.silkroad.com/>

**SUMMARY** The Associate Director, Constituent Relations serves as the chief storyteller for the organization’s fundraising and alumni engagement efforts and plays a key role in advancing the law school’s fundraising efforts through compelling narratives, strategic stewardship, and collaborative content development with the goal of strengthening relationships and enhancing philanthropic support. This role is responsible for developing and executing a comprehensive, multi-year communications and engagement strategy designed to measurably increase alumni engagement and participation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Design and implement a multi-year communications and editorial strategy to enhance alumni and donor involvement and strengthen connections with the law school.

Create persuasive and mission-aligned materials—including proposals, stewardship reports, brochures, and other collateral—that support fundraising campaigns and reflect institutional priorities.

Lead the development and production of the annual donor impact report, showcasing philanthropic contributions, celebrating donor generosity, and inspiring future support through storytelling.

Write and edit engaging profiles that highlight the achievements of alumni, donors, and other members of the South Texas community to foster pride and connection.

Prepare thoughtful, relationship-driven correspondence to enhance donor and alumni relationships with the law school.

Design and manage a comprehensive donor stewardship program to recognize, retain, and deepen relationships with supporters across all giving levels.

Oversee the Constituent Relations budget and manage external contractors, including freelance writers, to ensure efficient resource allocation and adherence to fiscal responsibilities.

Coordinate with faculty and institutional leadership to integrate their voices into stewardship and alumni engagement efforts.

### **SUPERVISORY RESPONSIBILITIES**

This position will supervise at least one FTE (Manager, Constituent Relations).

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person must have a poised and professional image; strong interpersonal skills with the exceptional ability to prioritize projects and workload, as well as the ability to work collaboratively in a team environment. High organizational ability, adherence to strict deadlines, and ability to manage concurrent projects and priorities. Must have proven analytical, critical thinking, and problem-solving skills. Solid computer skills, including knowledge of common donor databases, such as Raiser's Edge, and productivity tools within the Microsoft Office suite. Strong interpersonal skills with the ability to communicate effectively and persuasively with coworkers and as well as faculty, staff, and students; must have demonstrated ability to exercise good judgment, tact, and discretion. Exceptional writing skills with an eye for creativity and great attention to detail. Service oriented with ability to make all visitors feel welcome. Must have a collaborative approach to working with others. Must have excellent writing and editing skills; proficient in windows-based software, including word processing, spreadsheet skills, and ability to learn new software programs as needed. Ability to work in a fast-paced environment and perform multi-tasking duties.

**EDUCATION and/or EXPERIENCE** Bachelor's degree required. A minimum of five years professional experience in Advancement/Philanthropy, preferably in higher education or other similarly complex institution.

### **LANGUAGE SKILL**

Proficient in both spoken and written English. 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 intermediate 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.

The above job description is intended to describe the general nature and level of work being performed by an employee in this position. They are not intended to be an exhaustive list of all duties, responsibilities and qualifications of an employee assigned to this job. By signing below, I affirm that I have read and understand the duties outlined above and understand that in order to adjust to changes in business, it may be necessary to modify the job, add to or remove certain duties and responsibilities, or be reassigned to an alternate position. This statement does not alter the "at will" status of employment or create a contractual relationship with South Texas College of Law Houston.

Name\_\_\_\_\_ Signature\_\_\_\_\_ Date\_\_\_\_\_