

**Title:** Director of Development, Houston

**Campus:** University of North Texas

**Job Location:** Houston

**Salary:** \$75,000 - \$80,000

**Apply Online:** <http://careers.untssystem.edu/cw/en-us/job/511165?lApplicationSubSourceID=>

**About Us - Values Overview:**

We are one team comprised of individuals who are committed to excellence, curiosity and innovation. We are transforming lives and creating economic opportunity through education. We champion a people-first values-based culture where We Care about each other and those we serve. We believe that we are Better Together because we foster an environment of respect, belonging, and access for all. We demonstrate Courageous Integrity through setting exceptional standards and acting in the best interest of our communities. We are encouraged to Be Curious about opportunities for learning, creating, discovering, and innovating, and are encouraged to learn from failure. Show Your Fire by joining our team and exhibiting your passion and pride in your work as part of our UNT System team.

Learn more about the UNT System and how we live our values at [www.UNTSystem.edu](http://www.UNTSystem.edu).

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**Department Summary**

The Division of University Advancement strives to transform lives and unlock potential through the power of philanthropy and engagement by awakening and stewarding pride and loyalty for the University of North Texas.

Established in 1890, the University of North Texas is a place where students transform their lives through education and opportunity. With more than 46,000 students from across the state, nation, and world, UNT offers 240 academic programs — many nationally and internationally recognized. A Tier One research university and designated a Hispanic- and Minority-Serving Institution, UNT has a legacy of excellence in education, music, the arts, business and social sciences, with growing strengths in science and engineering. Last year, students earned nearly 13,000 degrees and joined UNT's network of 480,000 alumni, fueling progress and innovation.

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## **Position Overview**

We are seeking a fundraising professional who possess strong communication, and relationship-building skills, a strategic approach, knowledge of Houston Gulf Coast market who can engage UNT Alumni and supporters to philanthropically support the mission.

The position reports to the Associate Vice President, Development and works collaboratively across the University with all areas including with Advancement Leadership, Deans, Faculty, and University volunteers.

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## **Minimum Qualifications**

Bachelor's Degree and four years of professional experience in fundraising, donor relations, public relations, or sales: or any equivalent combination of education, training and experience.

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## **Knowledge, Skills and Abilities**

- Extensive knowledge of philanthropy and fundraising principles.
- Demonstrated experience in establishing and maintaining effective professional relationships with internal and external constituents.
- Ability to develop and execute gift strategies.
- Ability to plan, organize, develop and execute strategies.
- Ability to mentor and coach colleagues or direct reports.
- Ability to manage time, personnel, financial, and physical resources effectively.
- Exceptional communications skills.
- Ability to master University policies and procedures and apply these in specific situations.

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## **Preferred Qualifications**

The ideal candidate will possess the following additional qualifications:

- Fundraising experience and knowledge of Houston market is a plus.
  - Knowledge of prospect portfolio management.
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**Job Duties:**

- Identify and qualify prospects with the goal of building and managing a prospect portfolio of a minimum of 100 active prospects. Solicit and successfully close major gifts.
- Coordination with their supervisor to support a development program to foster and enhance UNT's presence in Houston community.
- Communicate with existing donors on a regular basis for continued cultivation and retention.
- Establish and cultivate cross-campus partnerships to identify, engage and solicit prospects for multi-disciplinary UNT initiatives. Works as needed with Advancement Leadership, Deans, Chairs and Faculty to support programs and strategies for specific/specialized funding needs. Collaborate with colleagues across the university to fulfill donor goals and objectives and to implement appropriate stewardship and recognition.
- Actively participate in University events. Manage, participate in and support any special project fundraising including events to support university priorities as assigned by supervisor and leadership.

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**Work Schedule:**

Monday - Friday, 8:00am - 5:00pm; some evenings and weekends required; remote position – to be based in Houston.

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**Special Instructions:**

Applicants must submit a minimum of two professional references as part of their application. If needed, additional references can be added after the application has been submitted.

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**EEO Statement:**

The University of North Texas System is firmly committed to equal opportunity and does not permit -- and takes actions to prevent -- discrimination, harassment (including sexual violence, domestic violence, dating violence and stalking) and retaliation on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, or veteran status in its application, employment practices and facilities; nor permits race, color, national origin, religion, age, disability, veteran status, or sex discrimination and harassment in its admissions processes, and educational programs

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and activities, facilities and employment practices. The University of North Texas System promptly investigates complaints of discrimination, harassment and related retaliation and takes remedial action when appropriate. The University of North Texas System also takes actions to prevent retaliation against individuals who oppose any form of harassment or discriminatory practice, file a charge or report, or testify, assist or participate in an investigative proceeding or hearing.

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