



## Director of Gift Assurance

### Office of Development – UTHealth Houston

#### **Position Summary**

The University of Texas Health Science Center at Houston (UTHealth Houston) is seeking a driven and innovative leader to serve as the Director of Gift Assurance. The incoming Director will have an opportunity to join a team of professionals within the Office of Development.

The Director will work under the leadership of the Executive Director of Development Operations to provide strategic planning and proactive leadership to build and administer a comprehensive gift assurance program to ensure that gifts from donors, both endowed and non-endowed, are spent according to the donors' intentions and the university's best interests. As a collaborative and action-minded leader, the Director partners with department leadership, frontline fundraisers and operations team members to develop strategies that advance the department's overall fundraising and constituent engagement goals. The incoming Director will have an opportunity to participate in the continued growth and expansion of the department by building and retaining a dedicated workforce in the Gift Assurance team.

UTHealth Houston's philanthropic supporters provide critical funding to advance our mission of educating future health care professionals, pursuing life-changing research, and improving the health and well-being of our patients and their families. Charitable donations and endowments to UTHealth Houston help our researchers and faculty to expand knowledge for breakthrough cures. Every gift makes a difference.

**\*Please review below position accountabilities. To discuss this role in more detail please contact *Shalan Mitchell, Executive Recruiter* at 713-500-3251 or via email at [shalan.e.mitchell@uth.tmc.edu](mailto:shalan.e.mitchell@uth.tmc.edu).**

#### **POSITION KEY ACCOUNTABILITIES:**

- 1.** Develops and leads a comprehensive, multi-faceted gift assurance program that includes completion of activities to ensure proper use of endowment and non-endowed funds, such as writing gift agreements, monitoring gift accounts, training faculty and staff in the use of funds, and reporting to donors, university stakeholders, and UT System. Assesses effectiveness of the program and makes adjustments as necessary.
- 2.** Builds and manages a team of professionals skilled in gift assurance activities. Ensures that team members produce high-quality work in a timely fashion and are responsive to requests from colleagues across the university and UT System. Develops team members by providing coaching, mentoring, and professional training opportunities.
- 3.** Develops and implements policies and procedures to minimize risk in the use of gift funds; ensure proper document retention of executed gift agreements, amendments, and memoranda; Conducts periodic risk assessment of issues related to gift funds.

4. Develops and implements a comprehensive gift agreement process for both endowed and non-endowed gifts. Writes or oversees the writing of such agreements, highlights and resolves issues, and brings agreements to closure by working with all parties, e.g. gift officers, Legal Affairs, other internal stakeholders, and UT System. Monitors and reviews active gift agreements for adherence to UTHealth Houston and UT System Board of Regents policies, IRS regulations, applicable laws, and CASE guidelines.
5. Collaborates with the Data Management and Gift Administration teams (and others, as appropriate) to ensure that the data management infrastructure and other teams' policies/procedures are aligned with gift assurance goals. Ensures that data integrity checks are completed and any issues that affect gift assurance activities are addressed by the appropriate team.
6. Serves as primary liaison with university leadership at the school and department levels, as well as with the UT System Office of External Relations and Advancement Services. Chairs committees established by Development to further the goals of the gift assurance program. May serve on committees within Development and at the university level as appropriate.
7. Serves as an example of best practices and professionalism to all Development staff by demonstrating a collaborative and consultative approach. Adheres to ethical and confidentiality guidelines of the university, the Association of Advancement Services Professionals, and the Association of Fundraising Professionals.
8. Manages Human Resources activities for direct reports in regards to: recruiting and selection; hiring and termination, training, development, mentoring, counseling, performance evaluations, and salary planning.
9. Responsible for the design, execution and effectiveness of a system of internal controls which provides reasonable assurance that operations are effective and efficient, assets are safeguarded; financial information is reliable and compliant with applicable laws, regulations, policies and procedures.
10. Performs other duties as assigned.

**CERTIFICATIONS/SKILLS:**

Excellent analytical, organizational, and communication skills.

Ability to communicate complex information clearly in oral and written formats to a variety of audiences.

Demonstrated ability to build collaborative relationships with department leadership, gift officers, and development staff across teams.

Experience with a relational database, preferably fundraising software.

**MINIMUM EDUCATION:**

Bachelor's degree in a related field. Master's degree in a related field is preferred. May substitute required education with equivalent years of additional directly related experience with endowments at an academic or healthcare institution beyond the minimum experience requirement.

**MINIMUM EXPERIENCE:**

Six (6) years of related experience, preferably in compliance and/or quality assurance for a complex organization, and preferably in a higher education or healthcare fundraising environment.

**SECURITY SENSITIVE:**

This job class may contain positions that are security sensitive and thereby subject to the provisions of Texas

Education Code § 51.215

**PHYSICAL REQUIREMENTS:**

Exerts up to 20 pounds of force occasionally and/or up to 10 pounds frequently and/or a negligible amount constantly to move objects.

**COMPANY PROFILE:****University of Texas Health Science Center at Houston (UTHealth)**

Established in 1972 by The University of Texas System Board of Regents, The University of Texas Health Science Center at Houston (UTHealth) is Houston's Health University and Texas' resource for health care education, innovation, scientific discovery and excellence in patient care. The most comprehensive academic health center in the UT System and the U.S. Gulf Coast region, UTHealth is home to schools of biomedical informatics, biomedical sciences, dentistry, nursing and public health and the John P. and Kathrine G. McGovern Medical School. UTHealth includes The University of Texas Harris County Psychiatric Center, as well as the growing clinical practices UT Physicians, UT Dentists and UT Health Services. The university's primary teaching hospitals are Memorial Hermann-Texas Medical Center, Children's Memorial Hermann Hospital and Harris Health Lyndon B. Johnson Hospital.

**UTHealth Benefits**

UTHealth offers a comprehensive and competitive benefits package. For more information on our benefits programs please refer to the UTHealth Office of Benefits Website.

<https://www.uth.edu/benefits/benefits-summary.htm>

**Equal Employment Opportunity Statement**

UTHealth is committed to providing equal opportunity in all employment-related activities without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender identity or expression, veteran status or any other basis prohibited by law or university policy. Reasonable accommodation, based on disability or religious observances, will be considered in accordance with applicable law and UTHealth policy. The University maintains affirmative action programs with respect to women, minorities, individuals with disabilities, and eligible veterans in accordance with applicable law.

**Salary Range:**

\$87,200 to \$140,000