

<b>Job Title</b>	Director of Development for Major Gifts
<b>Department</b>	Institutional Advancement
<b>Classification</b>	Classified
<b>Job Description</b>	<p>The University of Texas Permian Basin welcomes applications for the position of <b>Director of Development for Major Gifts</b> for our Institutional Advancement office.</p> <p><b>REPORTS TO:</b> Vice President of Institutional Advancement</p> <p><b>SALARY RANGE:</b> \$63,000.00 to \$84,000.00, depending upon qualifications.</p> <p><b>GENERAL RESPONSIBILITIES:</b>  The Director of Development for Major Gifts as a member of the institutional advancement team, develops immediate and long-term relationships with individuals to better understand and develop their interests in The University of Texas Permian Basin priorities and secure philanthropic support.</p> <p><b>SPECIFIC TASKS AND DUTIES:</b></p> <ol style="list-style-type: none"> <li>1. Relationship Building: <ol style="list-style-type: none"> <li>a. Manages a portfolio of prospects.</li> <li>b. Participates in all aspects of the philanthropic gift cycle.</li> <li>c. Develops appropriate discovery, cultivation, solicitation, and stewardship strategies.</li> <li>d. Engages the president, vice presidents, deans, faculty, alumni, staff members, and volunteer leaders to assist in major and planned giving cultivation, solicitation, and stewardship activities.</li> <li>e. Participates in university activities that create visibility for the University.</li> <li>f. Develops and maintain a thorough working knowledge of UT Permian Basin’s academic and strategic programs in order to effectively articulate the university’s priorities and fundraising objectives to donors.</li> </ol> </li> <li>2. Secure philanthropic support: <ol style="list-style-type: none"> <li>a. Prepares and delivers outright and planned gift proposals and facilitate planned giving agreements using outside advisors as needed.</li> <li>b. Documents prospect activity in university’s database (Raiser’s Edge).</li> <li>c. Prepares and submits goals that contain specific timelines, projected results, and outcomes.</li> </ol> </li> </ol> <p><i>The above statements are not a complete list of all responsibilities and duties performed by employees in this job. Employee may perform other related duties as assigned by the Vice President of Institutional Advancement.</i></p> <p><b>SCHEDULE:</b>  This is an exempt position, and your expected work schedule is Monday through Friday and on weekends as needed. As an exempt employee your schedule may vary based on</p>

	<p>the number of hours needed to meet the job responsibilities. The individual holding this position may need to be available early morning, evening, and weekends to meet the needs of the department.</p> <p><b>CONDITIONS OF EMPLOYMENT:</b>  Employment is subject to an introductory period to monitor employee performance. If hired, the prospective employee must present documentation within three (3) days of the hire date to establish their identity and employment eligibility as required by Immigration and Customs Enforcement (ICE). Employees must be able and willing to travel and teach at external campuses. Must be able to operate a licensed motor vehicle, have access to a dependable motor vehicle, and possess a valid state driver’s license. Must have and maintain a satisfactory driver’s record.</p> <p>The University offers an excellent compensation package that includes a broad range of employee benefits including free health insurance (employee only) as well as a generous retirement program. We invite you to learn more at <a href="http://www.utpb.edu">www.utpb.edu</a>.</p> <p>The University of Texas Permian Basin is an Equal Opportunity/Affirmative Action Employer. Women and underrepresented groups are encouraged to apply.</p> <p>All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.</p> <p>EOE, including disability/vets  UTPB participates in e-Verify</p> <p><b>UNIVERSITY BENEFITS:</b>  The University offers an excellent compensation package which includes a broad range of employee benefits including free health insurance (employee only) as well as a generous retirement program. We invite you to learn more at <a href="http://www.utpb.edu">www.utpb.edu</a>.</p>
<p><b>Required Qualifications</b></p>	<p><b>REQUIRED QUALIFICATIONS:</b></p> <ol style="list-style-type: none"> <li>1. Bachelor’s degree.</li> <li>2. Three (3) to five (5) years of demonstrated successful fund raising experience in major, annual, planned giving, or corporate and foundation relations in higher education or related field.</li> <li>3. Ability to listen and understand the needs and interests of leadership and major gift donors to develop and strengthen relationships and partnerships.</li> <li>4. Interest in and a passion for all aspects of education and a dedication to promoting the university’s fund-raising priorities.</li> <li>5. Successful experience in making discovery contacts as well as developing, cultivation and solicitation strategies. Excellent interpersonal communication skills (written and verbal).</li> <li>6. Ability to build bridges and strong collaborative relationships across a complex organization.</li> <li>7. Willingness and ability to travel frequently throughout the state and across the United States.</li> </ol>

	<p>8. Ability to successfully pass a criminal background check.</p> <p><b>EXPECTATIONS:</b>  The incumbent is expected to have or possess:</p> <ol style="list-style-type: none"> <li>1. Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business or educational reasons. Have the ability to exercise and apply sound judgment and decision-making skills as well as the ability to maintain integrity and confidentiality of data.</li> <li>2. Possesses exceptional organizational and project management skills and is skilled in providing leadership and analytical thought process to decision making.</li> <li>3. Extraordinary interpersonal skills enabling the incumbent to facilitate collaboration, operational improvements and the implementation of administrative best practices. Ability to establish long-term partnership relationships with potential donors.</li> <li>4. Sets priorities and successfully executes actionable plans.</li> <li>5. Ability to effectively express ideas effectively in oral and written form. Competence to compose and edit correspondence, proposals and reports that may require the ability to relay complex or adverse information with tact and diplomacy. Ability to provide effective dynamic presentations and speak in front of both small and large groups of people.</li> <li>6. Possesses research, analytical, and critical thinking skills. Knowledgeable of current qualitative and quantitative data collection, retrieval, and analysis techniques and the application of such methods in a fundraising setting. Ability to compile and interpret complex data and prepare evaluative summary reports and correspondence.</li> <li>7. Ability to organize resources, establishing priorities, schedule work assignments, setting priorities and aligning strategic plans within the available budget. Have the ability to balance multiple tasks with accuracy to details and the ability to work well under pressure and to meet deadlines.</li> <li>8. Has advanced knowledge of Microsoft Office (Specifically, Word, Excel and Outlook) and CRM databases to implement, develop, and maintain computer based business operations. Self-motivated to stay current with emerging office technologies and recommend and implement improvements.</li> <li>9. The ability to travel locally and nationally for University business.</li> <li>10. Engage in meaningful and intentional professional development appropriate for areas of responsibility.</li> <li>11. Carry out all responsibilities and objectives in a professional manner.</li> <li>12. Maintain professionalism when dealing with all staff and other customers while fostering positive working relationships.</li> <li>13. Accept and render constructive criticism in a professional manner.</li> <li>14. Adhere to the policies and procedures established by The University of Texas Board of Regents, Texas Higher Education Coordinating Board and The University of Texas Permian Basin.</li> </ol>
<p><b>Physical Demands</b></p>	<p><b>PHYSICAL REQUIREMENTS:</b>  Physical strength/endurance to enable him/her to perform/participate in the following activities:</p> <ol style="list-style-type: none"> <li>1. Physically able to lift various materials up to 25 pounds on an occasional basis.</li> <li>2. While performing required job tasks, physically able to bend, crouch and reach continuously.</li> </ol>

	<p>3. While performing required job tasks, physically able to remain seated, frequently to continuously.</p> <p>4. While performing required job tasks, physically able to remain standing up to 15% of the time.</p> <p>5. Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.</p>
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<b>Posting Number</b>	S464P
<b>Open Date</b>	10/06/2021
<b>Close Date</b>	
<b>Open Until Filled</b>	Yes
<b>How to Apply</b>	Visit <a href="https://utpb.peopleadmin.com/postings/3368">https://utpb.peopleadmin.com/postings/3368</a> to apply online.