

# TEXAS A&M UNIVERSITY-COMMERCE

**Position Title:** Director of Advancement Services

**Code:**

9132

**Department:** Advancement

**Date:**

**Reports to:**

Vice President for Institutional Advancement

**FLSA Status:** Non-Exempt

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## **PURPOSE OF POSITION:**

Coordinates and facilitates the University's mission in the areas of advancement services, development, donor stewardship, stakeholder relations, research and other assignments as deemed appropriate by the Vice President for Institutional Advancement. Identifies individual donors and potential foundation and corporate gifts to the University.

## **ESSENTIAL FUNCTIONS:**

1. Works as part of an integrated management team to establish overall goals and strategies for increasing private support to the University,
2. Directs staff in the timeliness and accuracy of gift receipts to donors, as well as benchmarks and reports on gift receipting production. in accordance with IRS and CASE standards.
3. Directs and manages the University Advancement Services office and provides professional support to the staff and Foundation in implementing financial processes, special events, prospect management, donor recognition, donor stewardship and other related activities. including development and foundation research, data base management, donor history and financial reports.
4. Acts as a liaison to the Foundation by scheduling and planning board meetings, provides notice of meetings to board members and prepares the agenda and accurate of the board. Maintains and updates Foundation by-laws and other various duties as deemed necessary by the board chair.
5. Responsible for tracking of all endowments (scholarships and other) and reports earnings and award status to donors.
6. Supports advancement staff fundraising activities related to major gifts, planned gifts and corporate and foundation philanthropy and participates in the cultivation of gift prospects when appropriate
7. Facilitates access and provides training on the University's fundraising database (Raiser's Edge) to other members of the University's staff.
8. Develops detailed monthly gift reports of Foundation accounts.
9. Directs and maintains a comprehensive and accurate fundraising data base to include all alumni records and all past and prospective donors.
10. Directs and manages procedures and documentation for gift receipting.
11. Communicates donor wishes and requirements for all fund expenditures.
12. Provides the President and Dean's offices with reports generated from Raiser's Edge regarding donor gifts to specific Foundation accounts.
13. Directs the corporate matching gift program. Identifies corporations that offer matching gift programs and encourages alumni at those corporations to become donors. Responsible for the proper documentation regarding matching gifts.
14. Manages and maintains records and donor contact for all Foundation non-cash (In-kind) gifts to the Foundation. Provides the Executive director and VPBA office with bi-monthly report.

15. Identifies potential contributions to the University and Foundation by researching individual donors, foundations and corporations. Submits recommendations as appropriate.
16. Serves as part of the web development team and assists with the development of necessary web pages for several areas.
17. Serves as a member of the Securing the Promise Campaign.
18. Contributes to the effective team management of all relevant problems, issues and opportunities.
19. This job description shall include, but is not necessarily limited to, the above duties. May temporarily perform other duties assigned by the Vice President for Institutional Advancement, including decision making responsibilities as appropriate in her absence to maintain operations and services at a high level performance.

### **MARGINAL FUNCTIONS:**

Marginal Functions will vary with the specific assignment and depend on the particular unit or function for which the person is responsible. Consideration will be given on a case by case basis and reassignment of marginal duties will be made when appropriate.

### **KNOWLEDGE & SKILL REQUIREMENTS:**

Requires a bachelor's degree or a minimum of ten (10) years experience in a fundraising environment in higher education. Extensive computer software experience including, but not limited to Microsoft Word, Excel, and PowerPoint. Knowledge of Raiser's Edge, as well as in-house software designed for Foundation and alumni tracking/programming. Excellent knowledge in business communications and financial management. Strong interpersonal skills. Ability to act independently and make decisions as required in the absence of the Vice President.

### **SUPERVISION OF PERSONNEL:**

Supervises the Administrative Assistant II in the Advancement Services office, as well as student workers and graduate assistants.

### **PHYSICAL / MENTAL / ENVIRONMENT:**

**Physical Demands:** Normal office activity of sitting, standing, walking and carrying.

**Environment/Hazard demands:** Pleasant working conditions, may deliver information across campus in emergencies.

**Normal Ambulatory Requirements:** Ability to move in and around personal work space and to and from other areas of the office or building using wheelchair or other aid to attend meetings, deliver/retrieve materials, conduct interviews or other activities outside of personal work space.

**Normal Cognitive Requirements:** Ability to learn, remember, and integrate rules, policies, or practices guiding the performance of an activity.

**Normal Speech/Communication Requirements:** Ability to communicate verbally with supervisors, co-workers and students to gather information and/or explain procedures.

**Normal Written Communications Required:** Ability to continually record information such as draft correspondence/reports/documents/policies/procedures, conduct interviews and record information, prepare case narratives, or prepare other lengthy documents using handwritten or mechanical means.

**Normal or Corrected Reading Vision Required:** Ability to read with attention to details.

**Normal or Corrected Hearing Required:** Ability to hear and understand speech to interact with coworkers/clients/customers on a routine or frequent basis with use of amplifying equipment/hearing aids.

**Travel Demands:** Moderate travel required, ability to travel occasionally for activities such as out-of-town meetings or training sessions.

**Lifting Demands:** May lift office equipment and supplies on occasion.

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Signature

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Date

*This is not a complete itemization of all facets of this position.  
This job description is not an employment agreement or contract. The University has the exclusive right to alter this job description at any time without notice.*