



## Donor Relations Specialist

**Responsibilities:** The Donor Relations Specialist is responsible for strengthening the gift cultivation process for new and existing donors through excellent customer services, various contact points and special events. The successful candidate will perform these duties by engaging in the following: supporting the development functions of the Institutional Advancement Department by cultivating and accurately tracking major and minor gift activities which lead to the accomplishment of the overarching development goals of the institution; establishing improved customer service and donor relations through increased personal contact; creating opportunities for social interaction among smaller groups of key donors, including planning and successfully implementing these events; engaging new donors by representing the University at local outreach events and organizing materials for the events; coordinating volunteer efforts to assist with the University's activities and generate interest and engagement in the University. The Donor Relations Specialist will also be responsible for maintaining and updating gift, contact and biographical information in the Raiser's Edge software system; responsible for the implementation of the strategic plan with respect to donor relations, managing and safeguarding of donor data in both electronic and written form. The Donor Relations Specialist will also assist in coordinating the Annual Fund Program and other departmental activities.

Other duties will involve providing support to other members of the management team which will result in contact with individuals both inside and outside of the University, and therefore require advanced interpersonal skills so as to communicate effectively. Independent management of time and projects is required while both coordinating with and reporting to the supervisor on a regular basis. The conditions of this position involve a high level multitasking as simultaneous projects and events are regular. The successful candidate must be able to maintain the security of constituent and Donor databases to include controlling access to the information and the release of reports as directed by the Director of Development or the Director of Advancement Services.

This position reports to the Director of Development who reports to the Vice President for Institutional Advancement

**Qualifications:** Requires excellent customer service skills as well as a thorough understanding of both theoretical and practical aspects of donor relations. Excellent computer skills including familiarity with The Raiser's Edge software system. A demonstrated ability to express and transmit ideas in a clear and organized manner, both orally and in writing; the ability to work effectively as a team player within and outside the University. A minimum of five years of customer service related experience, administrative or business experience. Familiarity with manual and computerized record keeping systems. General proficiency in database, spreadsheet and word processing software applications with specific knowledge on data entry and data management techniques. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including peers, supervisors, students, donors, alumni, and other University and outside constituents. The knowledge and/or technology used in the job changes periodically, occasional study and training is required.

**Salary:** Competitive salary range and comprehensive fringe benefits package.

**Application Procedure:**

Candidates should submit a letter of interest establishing qualifications for the position, a current resume, and an HT application. HT applications can be found at [www.htu.edu](http://www.htu.edu). ***This position is opened until filled.*** Forward application packets to: Director of Human Resources, Huston-Tillotson University, 900 Chicon St., Austin, TX 78702-2795.

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