



Position: Senior Development Officer

Responsibilities: The Senior Development Officer assists the Vice President for Institutional Advancement in leading and managing the fundraising efforts of the University. Administers programs and services that enhance development efforts; may be delegated responsibility for a specific functional area. Responsibilities are not limited to: working directly with the Vice President, faculty, and staff to determine resource needs and implementing a plan to secure those resources; identifying, cultivating, and stewarding major gifts from parents, alumni, friends, corporations, foundations, and other constituents in support of funding priorities; maintaining appropriate records on donors; providing fundraising leadership and management oversight; in conjunction with the Vice President annually establishing individual target goals for fundraising success; revisiting progress toward these goals on a regular basis; in cooperation with the executive staff, establishing annual qualitative and quantitative goals, objectives, and key accountabilities in order to increase donors and dollars raised; assisting in the planning, budgeting, staffing, and overall direction of Institutional Advancement; working with the advancement staff to develop strategies regarding volunteers, committees, policy development, volunteer and staff training; developing a system of accountability and reporting monthly progress toward goals; coordinating staffing for major gift solicitations; incorporating innovative and creative strategies relative to job responsibilities; using discretion and judgment to problem solve; performing other duties as assigned; honoring the legacy and promoting the mission and vision of the University as a historically black University.

Qualifications: Bachelor's degree required, graduate degree preferred; extensive experience in a related field may substitute for educational qualifications; at least five years of experience in college/university development, corporate/foundation/community relations, and/or annual fundraising in an institution of higher education with a proven record of achievement in fundraising; excellent writing, speaking, interpersonal and management skills; successful experience in grant acquisition and management and in assisting colleagues with proposals for external funding; knowledge of current issues in development in higher education and active participation in professional associations; familiarity with issues facing church related, historically black colleges and universities; commitment to the mission of the University, to the leadership of the president and to the development and growth of Huston-Tillotson.

Salary: Competitive salary range and comprehensive fringe benefits package.

Setting: Huston-Tillotson University evolved from Huston-Tillotson College which was founded in 1875 and is Austin's first institution of higher education. The University is an independent, liberal arts, church-related, historically black institution located on a 23-acre tree-lined campus near downtown Austin, Texas. The University is affiliated with The United Methodist Church, the United Church of Christ, and the United Negro College Fund. Undergraduate, four-year degrees in business, education, the humanities, natural sciences, and social sciences are awarded. Huston-Tillotson University is multi-cultural, multi-ethnic, and multi-faith, and welcomes students of all ages, races, and religions. While faculty are engaged in a range of activities, their primary focus is teaching. The student-teacher ratio is 15 to 1, which allows an environment of personalized attention to students

To Apply: Candidates should submit a letter of interest establishing qualifications for the position, a current resume, official transcripts, and an HT application. HT applications can be found at www.htu.edu. This position is opened until filled. Forward application packets to: humanresources@htu.edu or by mail to: Director of Human Resources, Huston-Tillotson University, 900 Chicon St., Austin, TX 78702-2795.