The University of Dallas is now accepting applications for the following Full-Time, Exempt position:

**POSITION:** Development Officer  
**DEPARTMENT:** Office of Development  
**SUPERVISOR:** Associate Vice President of Advancement

**SUMMARY:** Works tirelessly to secure funds from individual donors and corporations in support of academic programs, students, faculty, staff, operations and other funding priorities. Demonstrates efficient leadership skills and marketing initiative by successfully employing the best ethical practices in fundraising. Articulately conveys the annual fund needs of the University to potential donors, while partnering with faculty, staff, and administrators to ensure that funds are spent in accordance with the donor’s intent.

**RESPONSIBILITIES:**
- Cultivate, solicit and secure donations through the efficient use of ethical best practices.
- Seek out and establish mutually beneficial relationships with donors.
- Ensure all fundraising events and initiatives are aligned with program objectives.
- Attend special events to promote fundraising initiatives and awareness of university goals.
- Create strong presence for the University of Dallas through community involvement, special events, and other initiatives.
- Coordinate stewardship opportunities within the Advancement Office.
- Work with the Associate Vice President of Advancement to create corporate requests and submit reports as required by funders.
- Collaborate with Alumni Relations staff with regard to content and distribution of monthly e-newsletter.
- Provide data and regular progress reports to the Associate Vice President of Advancement.
- Integrate program awareness and education into all activities.
- Maintain and update donor tracking system.
- Recruit, train, and supervise volunteers.
- Perform other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES:**
- A Bachelor’s degree required, graduate degree preferred with two to five years of fundraising or related experience.
- Must possess persuasive communication skills and project management skills.
- Ability to manage and adapt to changing priorities and deadlines.
- Ability to build professional relationships and work directly with C-level positions, faculty, staff, students and alumni, high wealth donors and corporate executives.
- Experience in recruiting, managing, training and motivating volunteers.
- Proficiency in Microsoft Office and familiarity with databases and donor management systems.
- Able to travel, work evenings and weekends, as necessary.
- Possess an automobile and have applicable insurance.
COMPENSATION: Compensation will be based on experience and qualifications within an established pay range. Benefits include eligibility to participate in retirement plan, social security, worker’s compensation and unemployment insurance, prorated leave program.

EMPLOYMENT ELIGIBILITY: All new employees must provide documented proof of their identity, employment eligibility, and pass a criminal background check.

APPLICATION PROCEDURES: Résumés and applications are accepted via fax, email, mail, online, or in person at:

Office of Human Resources
Carpenter Hall
1845 E. Northgate Dr.
Irving, TX 75062
Fax: (972) 721-4095
E-mail: hr@udallas.edu

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