

UNIVERSITY OF DALLAS

Job Number: 13337UD

Associate Director, Foundation Relations

Date Posted: May 03, 2023

WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

SUMMARY

UD is currently seeking an Associate Director of Foundation Relations responsible for all foundation relations, including solicitation and grants management. This position leads the identification, cultivation, solicitation, and stewardship of funders capable of making gifts of \$50,000 or more, focusing on support from foundations and external entities that support higher education with single-year and multi-year grants.

PRIMARY RESPONSIBILITIES

- Under the supervision of the AVP for Development, the Associate Director will draft grant requests to foundations and sponsored research prospects based upon institutional priorities set forth by the University leadership.
- Maintain assigned relationships with institutional prospects with a focus on those who have the capacity to make philanthropic gifts of \$50,000 or more.
- Research and identify viable pools of new foundation donors capable of making gifts of \$50,000 or more to the university in coordination with university and departmental priorities.
- Lead outreach effort to foster relationships with key new foundation donors through targeted communication and cases for support.
- Serve as primary liaison with University of Dallas faculty and staff for grant proposal development and annual impact reporting.
- Track University Foundation pipeline, including submitted requests, and report preparation on grants as needed for institutional purposes and specific funding sources.
- Work closely with the Director of Stewardship on major giving stewardship, including annual endowment and grant impact reporting and major giving thank you process for the university.
- Work closely with other areas of University Advancement, as assigned, to increase and expand development revenue resources for the university.
- Represent the Development and University Relations team at university events.
- Other duties as assigned to ensure the efficient and effective operation of the Office of Development and University Relations.

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MINIMUM REQUIREMENTS

- Bachelor's Degree required.
- Three to five years of grant writing or work experience in a related field; development experience in higher education preferred.

PREFERRED QUALIFICATIONS

- Preference for sponsored research experience.

ADDITIONAL INFORMATION

- Excellent written, communication, and organizational skills.
- Ability to represent the Office of Development and University Relations professionally.
- Ability to work with sensitive and confidential information.
- Ability to think strategically and creatively about how to develop and implement new programs that meet the needs of various constituencies.
- Ability to determine goals and set priorities.
- Initiative, detail orientation, and ability to handle diversified tasks concurrently.
- Proficiency with PC computers and standard applications including, but not limited to, Microsoft Word, Excel, Access, and PowerPoint.
- Knowledge of fundraising platforms such as Raiser's Edge, Slate, or Salesforce is desirable.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.