

University Pay Plan Title – Major Gift Officer
Position Title: Associate Director, Development
Salary - \$80,000 - \$85,000/year

General Description:

The Division of University Advancement at Texas State University fosters community and university traditions by increasing awareness and philanthropic support. Encompassing Fundraising, Donor Engagement, Advancement Services, and Alumni Engagement, the division collaborates with the entire campus to achieve these goals. The Associate Director of Development plays a crucial role in engaging current and future donors and building and nurturing relationships that support the university's strategic fundraising objectives.

Key Responsibilities:

The Associate Director of Development is responsible for identifying, cultivating, soliciting, and stewarding individual donors to advance Texas State University's mission. This role requires travel across Texas to engage with donors and prospects in varied settings, including professional offices, social events, and conferences. The position fosters a "donor-focused" culture that enhances university visibility, establishes meaningful partnerships, and generates vital gift income to support both immediate and long-term goals.

Specific duties include:

- Managing a portfolio of 85–150 prospects, with the ongoing identification and qualification of new prospects.
- Progressing prospects through the full donor engagement cycle: identification, cultivation, solicitation, and stewardship.
- Conducting a designated number of contacts and meaningful interactions per year with prospects and donors to establish and deepen relationships.
- Establishing new endowments and securing leadership and major gifts to support university initiatives.
- Creating and facilitating opportunities for faculty, administrators, and deans to interact with potential donors and align their interests with university priorities.
- Developing and presenting customized funding opportunities to prospective donors for targeted engagement and funding initiatives.
- Ensuring a high-quality stewardship process for active donors, including maintaining detailed records of donor engagement and meeting reporting requirements.
- Collaborating with university faculty, deans, and other key partners to develop fundraising strategies that support research and other specialized programs.
- Flexibility to work evenings and weekends as required.

Required Qualifications:

- 1–3 years of fundraising experience, preferably within higher education or a similarly complex organization.
- Proven success in soliciting and managing annual, leadership, or major gifts, or similar experience.
- Exceptional written and verbal communication skills.
- Bachelor's degree.

Preferred Qualifications:

- Experience working in a research-rich or academic environment, with an understanding of the fundraising needs and strategies specific to this sector.
- A proven track record of cultivating, soliciting, and closing gifts of \$25,000 or more.
- Strong knowledge of donor engagement strategies, including stewardship and relationship building.
- Ability to work collaboratively with internal teams and faculty to build comprehensive fundraising initiatives.

Please submit applications on the [TXST HR Website](#)