

Director, Development



Job Summary:

Directs and coordinates funds raising efforts for the school/college and coordinates institution-wide fund-raising activities within the school/college. Hold a generalized portfolio supporting the School of Dentistry.

Job Duties:

1. Identifies and cultivates sources of funding.
2. Leads the solicitation of major gifts for defined school and institutional priorities.
3. Manages a portfolio of high potential prospects and collaborates with the institutional advancement team to coordinate cultivation and solicitation strategies to close gifts to drive private support for the school and institution.
4. Leads the strategic development of relationships with donors and prospects in a manner that best meets the needs of the donor and maximizes fundraising potential for institutional priorities.
5. Collaborates with the Dean, Associate Deans, Department Chairs, Program Directors, faculty and staff to prepare and submit private funding proposals.
6. Responsible for donor stewardship plans for assigned prospects.
7. Establishes and maintains strong and effective relationships.
8. Utilizes constituency database (Raiser's Edge) to coordinate donor plans and donor recognition as well as report on progress of activity.
9. Plans and implements short, medium, and long-range fund-raising programs to meet current and future needs.
10. Provides supervision and management of department employees.
11. Measures and assesses performance for employees and contributes to decisions regarding assignments, schedules and promotions.
12. Serves as the primary point of contact for department personnel hiring and termination.
13. Performs all other duties as assigned.

Education:

Bachelor degree is required.

Experience:

Six (6) years of experience in fund raising, public relations, and alumni relations is required.

Salary Range:

\$85,000 - \$115,000

Supervisory Requirements:

Has the authority to direct the work of others, hire or fire employees, or provide recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employee.

Benefits Overview

UT Health San Antonio offers an excellent benefits package for its employees. Employees who work at least 20 hours a week, with an appointment of at least 4.5 months, are eligible for benefits.

Medical- UT SELECT Medical insurance is offered free for employees and administered by Blue Cross and Blue Shield of Texas. Family members can be added to the plan through payroll deduction. Employees and their dependents can also receive discounted copays and coinsurance when using UT Health Physicians, a network of 800 premier physicians including more than 100 specialists.

Dental - Three dental insurance plan options are available for employees and their families through Delta Dental Insurance Company, two PPOs and one dental HMO plan. Both PPO plans allow employees to choose any licensed dentist.

Vision- Fully insured Vision Care benefits are offered by Superior Vision Services. Two vision plan options that offer either standard or enhanced vision benefits. Life Employees receive \$40,000 of group term life insurance and \$40,000 of basic accidental death and dismemberment insurance for free, with options to purchase additional employee and dependent coverage for both at group rates.

Retirement- Employees are eligible for either the Teacher Retirement System (TRS) or the Optional Retirement Plan (ORP). TRS is a defined benefit retirement plan which UT Health matches employee contributions. ORP is for eligible faculty staff employees. Voluntary retirement programs are also available to invest before- or after-tax dollars with the choice of five quality retirement plan providers.

Time Off- A generous leave program offers multiple paid leave options:

Front-loaded Paid Time Off: 128 to 208 hours (16 to 26 days) of Paid Time Off based on years of service, given at the start of each fiscal year. PTO may be prorated in year one based on date of hire.

Extended Illness Bank: 8 hours (1 day) accrued per month which can be used for illness or injury after one day of Paid Time Off is taken.

Paid Family Leave: Up to 240 hours (6 weeks) to care for a spouse, child, or parent after 6 months of consecutive employment.

Holidays: 12 set paid holidays each year plus three floating holidays, which can be used anytime during the fiscal year.

FSAs- Employees can enroll in flexible spending accounts (FSAs) to set aside money from earnings before taxes for qualifying dependent day care expenses or out-of-pocket health care expenses.

Discounts- Employees enjoy a range of discounts on services, tickets, and gym membership.

UT Health San Antonio is an equal employment opportunity and affirmative action employer. It is our policy to promote and ensure equal employment opportunity for all individuals without regard to race, color, religion, sex, national origin, age, sexual orientation, disability, or veteran status.