

Job Posting Title:

Coordinator – Phone and Student Campaigns

Hiring Department:

University Development Office

Position Open To:

All Applicants

Weekly Scheduled Hours:

40

FLSA Status:

Exempt

Earliest Start Date:

Jul 15, 2019

Position Duration:

Expected to Continue

Location:

UT MAIN CAMPUS

Job Description:

To work in collaboration with the director and assistant directors of Annual Giving to direct, manage, execute, and evaluate all student philanthropy initiatives as well as the UTalk tele-fundraising program.

Job Details:

Responsibilities

Student Campaign Functions

- Direct the overall strategy for student philanthropy and engagement initiatives through the UT Student Foundation, and serve as the formal Texas Development advisor for the UT Student Foundation.
- This includes design of the strategic plan and management of the plan's implementation throughout the year.
- Provide fundraising consulting and training services to student groups campus-wide to help raise funds from the student body for internal university causes.
- Actively solicit students and student groups for funds in support of university causes in-person, through events, and through appropriate direct marketing channels.
- In conjunction with the Donor Relations team, develop, and execute effective strategies for student donor relations and stewardship programs.
- Create and maintain a social media strategy for the UT Student Foundation and other campaigns where appropriate.
- Plan and execute the fall ContribUTE and the spring Senior Class Gift student crowdfunding campaigns.
- In conjunction with other special campaigns team members, plan and execute the student component of 40 Hours for the Forty Acres.

UTalk Phone Program Functions

- Develop and manage day-to-day operation of the phone solicitation plan in coordination with the assistant director of annual giving and the Annual Giving Programs team, outside vendor, Ruffalo Noel Levitz (RNL) and CSU clients.
- Oversee the preparation and distribution of all collateral materials, including scripts, placemats, emails, acknowledgement letters, reminder letters while using overall annual giving and central development messaging.
- Collaborate with appropriate Advancement Services teams to ensure phone processes are set up and functioning by facilitating communication between UT and RNL data teams to institute procedures for data loads, queries, prospect analysis, etc.

- Monitor and analyze call results to provide strategy changes and areas for testing to increase the number of donors and revenue.
- Coordinate with RNL and colleges, schools, and units to schedule call center and CSU tours and speaking engagements.
- Coordinate with RNL and CSUs to develop and maintain a robust recruiting processes for hiring student callers, build UTalk branding, and institute recognition programs for student callers to increase retention.
- Regular, clear communication with all members of the Annual Giving Programs team is essential.

Required Qualifications

Bachelor's degree. Three years of experience coordinating or administering a program. A minimum of two years experience in non-profit fundraising and/or non-profit management. Previous experience working directly with donors and volunteers. Experience planning and implementing comprehensive annual fundraising strategies, including post-campaign reporting and analysis. Demonstrated ability to think strategically, work well under pressure, and effectively manage details of several concurrent projects. Demonstrated strong computer skills. Excellent verbal, written, and interpersonal communication skills. Relevant education and experience may be substituted as appropriate.

Preferred Qualifications

Working knowledge of UT Austin or UT System structure, policies and procedures. Degree from the University of Texas at Austin. Demonstrated ability to collaborate effectively across departments to accomplish goals. Hands-on experience with student campaigns, crowdfunding, time-limited campaigns, or peer-to-peer fundraising. Demonstrated experience working with volunteer boards or committees. Demonstrated ability to collaborate effectively with academic leaders, development staff, and students. Event planning and logistics experience.

Salary Range

\$43,000 + depending on qualifications

Working Conditions

Typical office environment.

Required Materials

- Resume/CV
- 3 work references with their contact information; at least one reference should be from a supervisor

- Letter of interest

Important for applicants who are NOT current university employees or contingent workers: You will be prompted to submit your resume in the first step of the online job application process. Then, any additional Required Materials will be uploaded in the My Experience section; you can multi-select the additional files or click the Upload button for each file. Before submitting your online job application, ensure that ALL Required Materials have been uploaded. Once your job application has been submitted, you cannot make changes.

Important for Current university employees and contingent workers: As a current university employee or contingent worker, you **MUST** apply within Workday by searching for Find Jobs. Before you apply though, log-in to Workday, navigate to your Worker Profile, click the Career link in the left hand navigation menu and then update the sections in your Professional Profile. This information will be pulled in to your application. The application is one page and you will need to click the Upload button multiple times in order to attach your Resume, References and any additional Required Materials noted above.

Employment Eligibility:

Regular staff who have been employed in their current position for the last six continuous months are eligible for openings being recruited for through University-Wide or Open Recruiting, to include both promotional opportunities and lateral transfers. Staff who are promotion/transfer eligible may apply for positions without supervisor approval.

Retirement Plan Eligibility:

The retirement plan for this position is Teacher Retirement System of Texas (TRS), subject to the position being at least 20 hours per week and at least 135 days in length.

Background Checks:

A criminal history background check will be required for finalist(s) under consideration for this position.

Equal Opportunity Employer:

The University of Texas at Austin, as an [equal opportunity/affirmative action employer](#), complies with all applicable federal and state laws regarding nondiscrimination and

affirmative action. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, or veteran status in employment, educational programs and activities, and admissions.

Pay Transparency:

The University of Texas at Austin will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

Employment Eligibility Verification:

If hired, you will be required to complete the federal Employment Eligibility Verification I-9 form. You will be required to present acceptable and original [documents](#) to prove your identity and authorization to work in the United States. Documents need to be presented no later than the third day of employment. Failure to do so will result in loss of employment at the university.

E-Verify:

The University of Texas at Austin use E-Verify to check the work authorization of all new hires effective May 2015. The university's company ID number for purposes of E-Verify is 854197. For more information about E-Verify, please see the following:

- [E-Verify Poster \(English\)](#) [PDF]
- [E-Verify Poster \(Spanish\)](#) [PDF]
- [Right To Work Poster \(English\)](#) [PDF]
- [Right To Work Poster \(Spanish\)](#) [PDF]

Compliance:

Employees may be required to report violations of law under Title IX and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). If this position is identified a Campus Security Authority (Clery Act), you will be notified and provided resources for reporting. Responsible employees under Title IX are defined and outlined in [HOP-3031](#).

The Clery Act requires all prospective employees be notified of the availability of the Annual Security and Fire Safety report. You may access the 2018 report [here](#) or obtain a copy at University Compliance Services, 1616 Guadalupe, Suite UTA 2.206, Austin, TX 78701.