

Sam Houston State University Human Resources

Staff Classification Description – Director Advancement Services

Skill Category: Executive/Administrative

Position (Employee) Class: 1M170 (E1)

Grade: NC

Date: 09/2016

Department: Division of University Advancement

Educational & Experience Requirement: Bachelor's Degree in Management Information Systems, Computer Science, Communications, Business, or related field with five or more years of experience with managing data base, preferably for a non-profit organization. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Management of the Advancement data base, including the maintenance of development and alumni records and gift records.

Supervision Given & Received: Supervises full-time professional and other support staff. Works with minimum supervision and reports directly to the vice president of university advancement.

Primary Responsibilities: Builds and maintains an accurate data base of alumni and friends. Provides information about important prospects to assist the senior development staff to solicit major gifts. Provides accurate and timely data and reports to professional staff. Processes donor gifts efficiently. Conducts proper research. Directs the records operations that support the external relations and fund-raising activities of the development and alumni offices. The staff maintains an up-to-date data base, receives deposits, and acknowledges and receipts all gifts. Conducts donor research and provides fund-raising reports. Performs other related duties as assigned.

Other Specifications: Exceptional written, oral, interpersonal and organizational skills required, as well as the ability to view near-and long-term goals simultaneously. Must be able to communicate positively and effectively with all constituents. Requires the ability to function and direct a staff to perform multiple tasks with precision and to meet frequent deadlines. The ability to maintain confidentiality within the department is absolutely essential. This position may be designated as a Campus Security Authority (CSA).

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. All positions at Sam Houston State University are considered security sensitive requiring background checks in accordance with education code 51.215, and drug testing as required by D.O.T. for safety sensitive positions. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.