



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 01/19

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Executive Director, Donor Relations
COO, TWU Foundation

JOB SUMMARY

The Executive Director of Donor Relations and Chief Operating Officer (COO) of the TWU Foundation is responsible for a comprehensive donor relations, cultivation and stewardship program to foster nurturing relationships between Texas Woman's University and its donors. This position will supervise and assist staff managing all donor and alumni recognition groups at the university. He or she will report to and assist the Vice President for University Advancement to oversee the acknowledgement, recognition and sustained stewardship processes and communicate Advancement standards across campus to ensure a consistent donor recognition experience. In addition, the COO will serve as the primary liaison for the university to the TWU Foundation Board of Directors' executive, finance, budget and audit committees to ensure timely reporting and to strengthen stewardship efforts. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Vice President, University Advancement

Supervises: Support staff and student assistants

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Provides strong vision and staff leadership for a dynamic donor-centered program of acknowledgement, recognition, engagement and stewardship.
- Provides outstanding, best-in-class, customer service and reporting to internal and external constituents.
- Provides oversight of gift processing, ensuring consistent, timely, and accurate gift and pledge reporting.
- Ensures that all gifts are booked to the correct allocations, credited to the right donors, and that gift receipts are issued promptly and accurately.

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- Provides oversight for biographical data maintenance, data integrity, and data Management.
- Ensures the creation, availability, and dissemination of reports and reporting tools to internal and external stakeholders.
- Provides oversight for TWU Foundation accounting and manage a strategic internal budget process that ensures alignment of resources with the division's strategic priorities.
- Provides oversight for prospect research and prospect management, including the evaluation and creation of a strategic approach for the research function to generate critical information to support fundraising strategies and efforts.
- In coordination with the budget manager, provide oversight of the allocation of space, office and workspace assignments, and office moves.
- Creates, oversees, and executes a talent management program that provides targeted recruitment and effective onboarding of employees to increase retention and enhance the skills, abilities, and expertise of the team.
- Creates, updates, and catalogs all policies for University Advancement and the TWU Foundation, including campaign counting, gift acceptance, and gifts- in-kind.
- Engages with the TWU Foundation Board of Directors and serve as the staff liaison to the Board's Budget, Finance and Audit committees.
- Participates in leading the creation of the Foundation's next strategic plan and ensure linkage to the University's strategic plan, *Learn to Thrive*.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree in a related field is required. Master's degree preferred.

EXPERIENCE

Seven years experience overseeing advancement, advancement services and/or donor relations within a public or private college or university.

REQUIREMENT

Regular and reliable attendance at the University during regularly scheduled days and work hours is an essential function of this position. Willingness to travel and work weekends/evenings as needed.

KNOWLEDGE, SKILLS, AND ABILITIES- *The following are essential:*

- Demonstrated success in a university advancement setting and the use of a donor/alumni database is strongly preferred.
- Strong interpersonal skills, oral and written communications skills are required.
- Demonstrated leadership ability including team motivation in a fast-paced environment through mentoring, goal-setting, and strategic planning
- Comprehensive understanding of advancement services and IRF processes and procedures
- Ability to develop and implement effective and efficient donor stewardship practices
- Ability to analyze data, monitor budgets and develop successful plans necessary.
- Ability to work in a fast-paced environment and handle multiple projects simultaneously; attention to detail and deadlines.
- Excellent technology skills, specifically with MS Office suite of products.
- Ability to use a personal computer and other office equipment, including university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. Ability to work weekends/evenings as needed.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or

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practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Printed Employee Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.