CENTER *for* ENHANCING PHILANTHROPY

THE UNIVERSITY *of* TEXAS SYSTEM | OFFICE *of* EXTERNAL RELATIONS

**Job Title: Development Specialist**

Job ID: 2727 | Location: Austin, TX | Full/Part Time: Full-Time
Regular/Temporary: Regular | FLSA Status: Non-Exempt | Earliest Start Date: Immediately
Monthly Salary: $3,750+ negotiable depending on qualifications
Hours per Week: 40.00 Standard from 8:00 AM to 5:00 PM

**Hiring Department: Office of External Relations - Center for Enhancing Philanthropy (CEP)**

Required Application Materials

- A resume is required in order to apply.
- A letter of interest is required in order to apply.
- A list of 3 professional references is required in order to apply.

*In order to be considered, applicants must have uploaded all required materials in a combined document and must have completed all sections in their on-line application.*

**Purpose of Position**

Provide program and administrative support for the Center for Enhancing Philanthropy (CEP) with a focus on Talent Management and Strategic Fundraising Priorities.

**Essential Functions**

- Support various Talent Management programs and initiatives. Gather, research, analyze, and update candidate information in database and prepare reports. Set up regular contacts with potential candidates. Schedule confidential interviews and prepare dossiers and other recruitment materials for the Director of Talent Management.
- Coordinate travel, meetings, calendars, and reimbursements for CEP staff and prospective candidates as warranted. Prepare communications for web page, communiques, and other related functions. Maintain online job board and update related web pages as necessary.
- Support the System's Strategic Fundraising Priorities by assisting with preparation of proposals, agendas, and fundraising materials. Coordinate stewardship activity for System-led fundraising.
- Provide basic prospect research. Ensure that gifts received are properly allocated and recorded with Development and Gift Planning Services.
- Work with Associate Director of Operations to support overall CEP programs as needed. Perform logistical and administrative tasks for CEP trainings and programs (Advancement Academy), as well as gather and prepare surveys and data for institutional reporting.
- Other duties as assigned.

**Required Qualifications**

Bachelor's degree. Three years of experience in advancement or development, higher education, or customer relations. Able to communicate with a wide variety of internal and external constituents, including faculty, senior leadership, administrators, donors and students. Maintain confidentiality and able to work as part of a team. Proficient in Microsoft Office applications and working with databases and preparing reports. Adheres to timelines, remains flexible for special assignments, and works independently. Excellent verbal, writing, editing and communication skills.

**Preferred Qualifications**

Three years' experience in higher education or non-profit fundraising, or five years' experience as an executive assistant. Demonstrated ability to think strategically and creatively, work well under pressure, and manage details of several concurrent projects. Understands higher education fundraising.

**How to Apply**

For more information and to apply, go to the UT System Careers page and search under Full Time Opportunities. Enter the Job Title and follow the application instructions.