Director, Donor Relations

Job Code 00001498

General Description
Responsible for providing administrative direction for the Development Services office.

Examples of Duties
Receipt annual gifts to the university.
Manage development foundation accounts.
Reconcile monthly ledger sheets.
Supervise the creation and maintenance of alumni and donor records.
Establish scholarship criteria.
Receipt and monitor gifts in kind.
Report on status of programs and scholarships.
Prepare materials for the Board of Regents meeting.
Prepare deposits for development foundation and university gift funds.
Prepare gift income reports.
Review and approve for payment requests for development foundation funds.
Monitor investments of development foundation funds.
Supervise and monitor appropriate donor acknowledgements and recognitions.
Assist in internal and external audits of development foundation funds.
Cultivate donors for the university and the foundation funds.
Assist in establishing accounts, scholarships, and securing information on accounts.
Prepare requests to transfer funds.
Prepare the new account documents needed to establish a new account in the donor database.
Review and/or develop policies and procedures.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Entities related to the mission of the department; accounting principles and financial reporting; the preparation of income statements/balance sheets; CASE reporting standards.

Skill in: Relating to donors, employees; supervising staff; organizing work; prioritizing workload; working under pressure; computers and 10 key; proper grammar and usage.
Ability to: Interpret reports, instructions, and documents; understand funding requests; prepare reports, letters, and memos; perform basic math; maintain work effectiveness with interruptions; give presentations; utilize a personal computer; negotiate; effectively interface with all levels of management; problem solve; deliver effective presentation.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements