Assistant Director, Donor Services

Job Code 50015954

**General Description**
Responsible for the acceptance, management, reporting, and compliance of endowments benefiting Texas State University.

**Examples of Duties**
- Review and edit donor endowment instruments and other donor gift acceptance requests.
- Monitor donor endowment compliance.
- Mediate endowment compliance issues and develop controls to minimize endowment risks.
- Interpret and administer endowments.
- Respond to donor inquiries.
- Review donor endowment-related University and Development Foundation reports for accuracy and timely submission.
- Recommend new or improved procedures and database modifications to enhance Endowment Services and compliance operations.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** Administrative procedures to ensure endowment files are current and complete, general accounting procedures, Texas State University policies and procedures, use and expenditure of funds in compliance with agreement criteria, and institutional polices.

**Skill in:** Writing clear and concise reports, letters, working as a team member, interacting courteously and professionally with all persons involved, able to resolve problems and establish rapport with clients/donors.

**Ability to:** Explain policies, procedures, and state law to donors in regards to endowments, understand written job instructions, compare and verify columns of numbers, interpret and apply complex legal and technical documents.

**Experience and Education**
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**