

## **Associate Director, Endowment Services**

**Job Code 50022068**

### **General Description**

Manage and oversee the implementation of the Endowment Compliance Plan and responsible for the administration of endowments benefiting Texas State University

### **Examples of Duties**

Manage the review of endowments for compliance against the Texas State University Endowment Compliance Plan and required reporting to the Provost and VPUA.

Review and edit donor endowment instruments and other donor gift acceptance requests in coordination with the Texas State University System and campus-wide constituents.

Mediate endowment compliance issues & recommend improvements to enhance endowment compliance outcomes and mitigate against risks to the university.

Review donor endowment-related University and Development Foundation reports for accuracy and timely submission.

Act as primary backup for when the Director of Donor Relations is absent.

### **Knowledge, Skills, and Abilities**

**Knowledge of:** University policies and procedures and Board of Regents rules; faculty and staff rules and regulations; university catalog; administrative procedures related to endowments; general accounting principles.

**Skill in:** Preparing clear, concise, and grammatically correct reports, letters, and other materials; establishing rapport with a variety of potential and current clients, creating program policies and procedures, coordinating effective management of projects; operating a personal computer and related software.

**Ability to:** Read and interpret manuals and understand university policy and procedures; perform basic math; delegate responsibilities to others; explain policy and procedures.

### **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**