The Texas State University System  
Office of Marketing and Communications  
Austin, Texas  

Development Director  

Position Description  

The Development Director is a member of the Texas State University System (TSUS) Office of Marketing and Communications located in Austin, TX. The position works under the immediate supervision of the Vice Chancellor for Marketing and Communications to direct donor engagement strategies that support the System’s philanthropic initiatives. 

Essential Duties  

- Develop and implement strategies to identify and engage donors through programming and special events;  
- Develop communication products to inform and engage current and prospective donors;  
- Work with component institution advancement offices to identify and engage potential donors;  
- Perform administrative duties related to fundraising and donor relations; and  
- Perform other duties necessary to support the TSUS Office of Marketing and Communications. 

Education and Experience Required  

- Bachelor’s degree in marketing, communications, or closely related field; and  
- Three (3) or more years of recent, progressively responsible professional experience in event planning and/or fundraising. 

Experience/Skills Required  

- Excellent verbal and written communication skills;  
- Ability to develop and maintain high-quality professional relationships with donors;  
- Ability to efficiently organize, prioritize, and manage work activities, tasks and assignments;  
- Ability to work under deadlines and communicate information quickly and accurately;  
- Ability to work independently under general supervision with latitude for the exercise of initiative and independent judgment;  
- Proficiency with event and donor management software. 

Salary and Benefits  

Salary is commensurate with qualifications. Customary and usual state employee benefits apply, including but not necessarily limited to health insurance, annual and sick leave.
The Texas State University System

Established in 1911, the Texas State University System is the first higher education system established in Texas. Beginning as an administrative means to consolidate the support and management of state teacher colleges, the System has evolved into a network of higher education with seven component institutions stretching from the Texas-Louisiana border to the Big Bend region of west Texas. Our component institutions, with a combined enrollment exceeding 87,000 students, are:

Comprehensive Universities:
- Lamar University in Beaumont;
- Sam Houston State University in Huntsville, Conroe, and The Woodlands;
- Sul Ross State University in Alpine, Del Rio, Eagle Pass, and Uvalde; and
- Texas State University in San Marcos and Round Rock.

Two-year Colleges or Institutes:
- Lamar Institute of Technology in Beaumont;
- Lamar State College Orange; and
- Lamar State College Port Arthur.
Filing Applications

Interested applicants should email their cover letter and resume to:
  Mr. Mike Wintemute
  Vice Chancellor for Marketing and Communications
  The Texas State University System
  Phone: (512) 463-4862
  Email: mike.wintemute@tsus.edu

Additional Information for Applicants

- The Texas State University System is a tobacco-free/drug free workplace.
- A criminal history background check may be required for finalist(s) under consideration for this position.
- The Texas State University System is an “at will” employer.
- If hired, you will be required to complete the federal Employment Eligibility Verification form, I-9. You will be required to present acceptable, original documents to prove your identity and authorization to work in the United States. Information from the documents will be submitted to the federal E-Verify system for verification.

THIS POSITION WILL REMAIN OPEN UNTIL IT IS FILLED.

The Texas State University System is an Equal Opportunity Employer