

Position Announcement



**Chief Development Officer
Gift & Estate Planning**

University of Houston
Houston, Texas

Reports To

Associate Vice President, Strategic Initiatives and Leadership Gifts

**Organization
Profile**

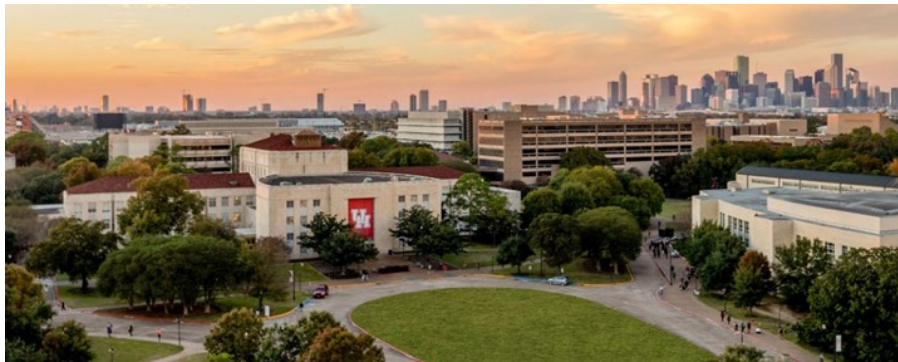
Located in Houston, Texas, the University of Houston (UH) was founded in 1927 and is Texas' premier public metropolitan research and teaching institution.

UH is the largest university of the University of Houston System, which includes University of Houston Downtown and University of Houston Clear Lake. The system also offers five regional sites (UH Sugar Land, UH Katy, UHCL Pearland, UHD Northwest, UHS Texas Medical Center). Standing at the forefront of education, research, and service, UH students enjoy academic excellence in a vibrant community of stellar faculty and dynamic programs.

University of Houston offers 281 degree programs, including master's, doctoral, and professional degree programs, with nearly 8,000 degrees awarded annually. UH serves more than 48,000 students in 17 academic colleges, including a top tier interdisciplinary Honors College.

With innovative curricula, nationally ranked programs and a dynamic learning environment, UH brings students face-to-face with award-

winning faculty who have received honors including the Nobel Peace Prize, the Pulitzer Prize, the Tony Award, and the National Medal of Science, among others.



Community Impact and Student Outcomes

The entire UH System contributes \$3.1 billion to the Houston-area economy every year and generates about 24,000 local jobs. UH students contribute nearly 1 million hours of volunteer and internship service in Houston every year through partnerships with over 600 local organizations.

UH graduates can be found in leadership positions from Capitol Hill to community nonprofits. They are scientists, astronauts, researchers, professors, teachers, administrators, engineers, doctors, presidents/CEOs, entrepreneurs, legislators, attorneys, judges, authors, singers, songwriters, actors, actresses, Olympians, professional athletes-the list goes on and on. UH alumni are making a significant impact in all areas of life and are helping to bring about a better tomorrow.



Division of
Advancement and Alumni
UNIVERSITY OF HOUSTON

The Division of Advancement & Alumni Relations plays a pivotal role in UH's journey to becoming a Top 50 public research institution.

The Division builds strategic partnerships with alumni, donors, and corporate supporters to secure philanthropic investments in scholarships, faculty excellence, research initiatives, athletics, and campus infrastructure. Through intentional engagement, the Division cultivates lasting relationships and a passionate community of supporters committed to expanding opportunities for students and advancing the university's mission.



The University of Houston's Centennial Campaign is a major fundraising effort, which culminates in 2027, the university's first-century anniversary. This comprehensive campaign builds off of the historic "Here We Go" Campaign (2012-2020), which raised \$1.24 Billion from 173,000+ donors. The Centennial Campaign supports all areas of academic excellence, research, athletics, student success and campus transformation projects.

Campaign Goals and Priorities

- **\$1 Billion Goal:** The Centennial Campaign is a bold investment in the next 100 years.
- **Innovation:** Bold academic research programs save lives, shape policy, drive industry and build a better future.
- **Campus Transformation:** Advance the mission by creating grounds that inspire excellence and wellness, foster student success and position UH as a top-tier destination for talent and collaboration.
- **Student Success:** Ensure every Cougar has the resources they need to keep moving forward, overcome obstacles and cross the stage with confidence.



Position Summary

The Chief Development Officer (CDO) will be responsible for developing the overall University System strategy for gift and estate planning. As the lead fundraiser for the planned giving program, the CDO will lead all associated fundraising efforts, including securing planned gifts, bequests, endowments, and other complex deferred gift arrangements. The role involves strategic planning, managing a high-net-worth portfolio, overseeing gift planning and major gift programs, and ensuring donor stewardship for this cohort of donors.

The Chief Development Officer will serve as a leader and supervisor, with an ability to motivate, inspire and manage a team of development professionals as well as a group of dedicated volunteers. The Chief Development Officer will be the source of education for the Division of Advancement and Alumni and will partner as needed with gift officers, academic leadership and university leadership on issues related to gift and estate planning.

As the System's primary officer for planned giving, the CDO will be charged with building a donor-centric gift and estate planning program recognized for its strategic engagement, efficiency and long-lasting impact.



Specific Responsibilities

1. Direct and manage the planned giving program for significant long term and campaign success.
2. Develop policies and guidelines to govern deferred gift activities, ensuring compliance with legal and tax regulations.
3. Create and implement marketing strategies, with internal and external partners and vendors.
4. Identify, cultivate, and solicit current and prospective donors.
5. Manage a personal portfolio of major and principal gift prospects.
6. Plan, coordinate, and implement planned giving strategies with donors and development officers to structure lifetime, blended and deferred gift arrangements.
7. Provide technical expertise, guidance and supervision to system staff on estate planning options.
8. Collaborate with finance, legal and advancement teams to enhance gift planning operations and support fundraising efforts.
9. Maintain current knowledge of gift planning methods. Serve as subject matter expert for internal staff.
10. Promote positive donor relations and stewardship.
11. Develop and manage goals and strategies to target and assess planned gifts.
12. Plan and monitor departmental budget.

13. Supervise, lead, motivate and evaluate a high-caliber team to assure consistency, quality, accountability and performance metrics are achieved.
14. Build strong and mutually beneficial relationships among the deans, academic leadership, Advancement leadership, faculty and staff.
15. Organize and implement the development efforts for the overall gift planning unit.
16. Motivate and inspire teams to aggressively grow the pipeline of donors.
17. Work in close collaboration with the Associate Vice President of Strategic Initiatives and Leadership Gifts to identify and implement best practices to support a comprehensive and successful gift planning program.

Qualifications

Qualities and experiences that ideal candidates should display include:

- An earned baccalaureate degree from an accredited college or university or equivalent years of relevant experience.
- Ten years of professional fundraising or related experience; five years in a management role.
- Demonstrated ability to interact with the public in a wide variety of settings.
- Deep knowledge of gift planning arrangements and industry best practices.
- Demonstrated ability to develop strong relationships with all constituencies including donors, senior leaders, direct reports, employees, volunteers, board members, and community and business leaders.
- Documented history of success in facilitating, closing and securing deferred gifts.
- Management and leadership skills with keen attention to detail, timeliness, and ability to work under pressure.
- Ability to manage multiple projects at once.
- Able to provide key informational updates to leadership with the ability to synthesize and communicate data, trends, and sensitive information.
- Demonstrated advanced writing skills that produce clear, accurate, and detailed communications.

- Experience with donor databases and other gift planning platforms and tools that assist in advancing the goal of a metrics-driven gift planning program.
- Demonstrated strong analytic skills.

Preferred

Preference will be given to candidates that also display one or more of the following:

- An advanced academic degree (JD, MBA, MPA, etc.).
- Fundraising certification (CFRE, ACFRE, FAHP, CSPG, CAP etc.).
- Experience in a fundraising role within an educational setting or institution.
- History working closely with academic leadership.

Memorandum

The salary and benefits are competitive and commensurate with experience and qualifications. Paschal•Murray supports the commitment of our client in encouraging applicants from diverse backgrounds and cultures. As a condition of employment, our client reserves the right to conduct background verification including academic, work, driving, credit, and criminal histories.

This position announcement is not intended to be an exhaustive list of all responsibilities and requirements. It is presented as a fair reflection of the principal job elements.

Nominations and applications are welcome. Please send résumé and letter of application as separate documents attached to an e-mail message to:

Beau Cummings, Senior Search Consultant
beau@paschalmurray.com

Paschal•Murray
Executive Search
(760) 863-4512
San Diego • Wilmington
www.paschalmurray.com

