

Position Announcement



**Executive Director of Development
Law Center**

University of Houston
Houston, Texas

Reports To

Associate Vice President, Development

**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

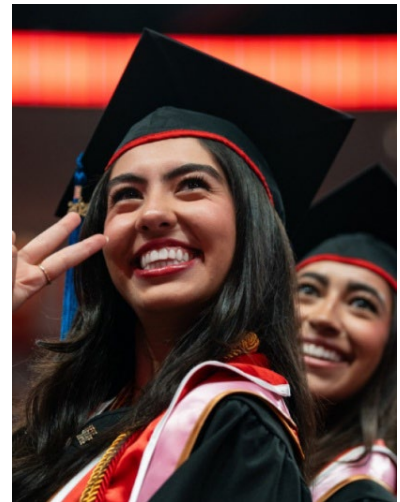
The Division of Advancement & Alumni Relations plays a pivotal role in UH's journey to becoming a Top 50 public research institution. The Division builds strategic partnerships with alumni, donors, and corporate supporters to secure philanthropic investments in scholarships, faculty excellence, research 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 Executive Director of Development (ED) spearheads the major gift strategy and related activities for the University of Houston Law Center. This position will partner with academic and advancement leadership and be responsible for developing and implementing strategies that fulfill the objectives of the Centennial Campaign and the funding priorities of the Law Center.

This position has a broad scope of responsibility that will include oversight of budget administration, allocation of resources, strategy, and supervision of staff. As the lead fundraiser for the Law Center, the ED will effectively manage a portfolio of high-net-worth donors and prospects while managing a

team of major gift officers and creating a highly productive culture of giving throughout the Law Center and external constituencies. The ED will be responsible for communicating clear goals and ensuring the team implements strategies to achieve them.



The University of Houston Law Center provides excellence and opportunity to students of all backgrounds. It's location in

Houston, the fourth largest, and most diverse city in the U.S., gives students and graduates access to one of the world's largest legal markets. The city is also home to the world's largest health care and medical complex and is recognized as the energy capital of the world with multiple Fortune 500 companies headquartered here.

The Law Center was established in 1947 and enrolls more than 800 students in its degree programs, offering J.D., LL.M. and "concurrent" degrees that allow students to obtain two degrees in less time than individual programs would require.

The UH Law Center is currently ranked No. 63 among the nearly 200 law schools in the United States.

The Law Center is truly a "global" school and is well-connected with the international legal and education communities. The Law Center has more than 18,000 alumni, and about 56% of them live in the greater Houston area. More than 1000 Law Center alumni belong to the Order of the Coif chapter, an honorary scholastic society that recognizes high achievement among law school graduates.



**Specific
Responsibilities**

1. Work closely with college leadership and advancement leadership to establish fundraising goals and funding priorities for the Law Center.
2. Create and implement a strategic operating plan for the major gifts program for the UH Law Center.
3. Amplify the college's and university's goals and mission with key constituencies.
4. Manage a portfolio: develop and implement moves management and individual strategies for major gift donor prospects.
5. Identify prospects, facilitate and coordinate cultivation and solicitation strategies.
6. Guide effective and meaningful stewardship.
7. Through exploratory visits, qualify potential major gift donors.
8. Manage special fundraising projects as assigned.
9. Serve as a resource for the university regarding successful major giving activities, techniques and methods.
10. Recruit and manage volunteer leadership structures to assist with major gift solicitation and overall development strategies for the Law Center.
11. Administer the department's budget.
12. Supervise personnel.
13. In coordination with leadership, implement metric based performance measures.
14. Mentor and evaluate individual productivity.
15. Perform other job-related duties as required.
16. Serve as the primary liason, related to philanthropy, between the Law Center, central advancement and other constituents.

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.
- Seven years of fundraising experience with five or more years assigned to major gift programs.
- Proven track record of cultivating, soliciting and closing major gifts including a documented record of productivity.
- Demonstrated sound judgment, integrity, and ethical creativity.
- Excellent interpersonal and communication skills.
- Strong work ethic, attention to detail, and the ability to think strategically.
- Demonstrated ability to work as part of a team.
- Proven history in portfolio management and successful solicitation.

Preferred

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

- An advanced academic degree.
- Fundraising certification (CFRE, ACFRE, FAHP, CSPG, etc.).
- Experience in a fundraising role within an educational setting or institution.
- History working closely with academic leadership.
- History of managing frontline development staff.

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:

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