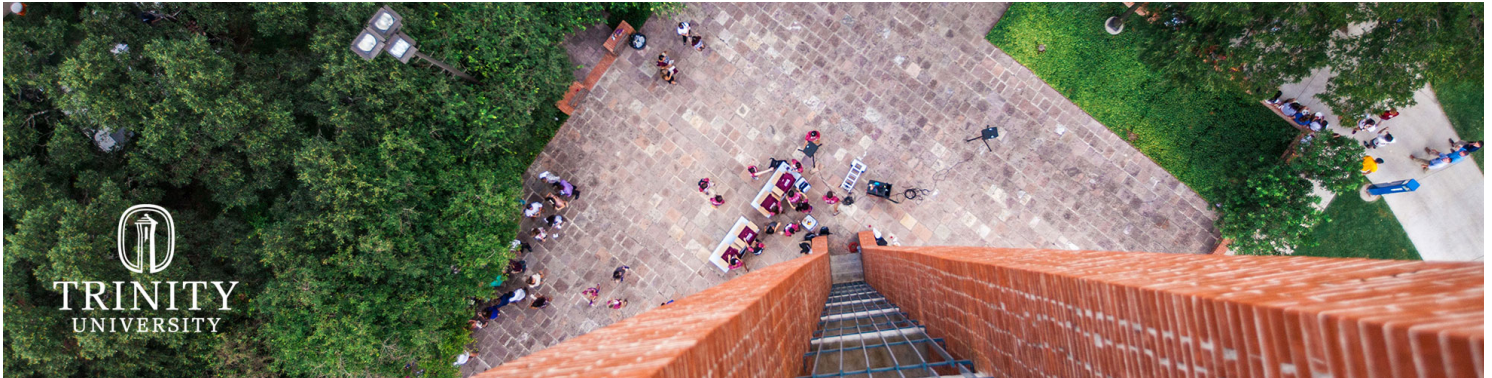




Senior Director of Advancement Resources

[Apply](#)

Trinity University Campus

Full time

Posted Yesterday

JR101611

Job Family Group:

Staff

Department/Office:

Alumni Relations and Development

Time Type:

Full time

Compensation:

\$100,304.80-\$125,381.01

Please note, starting salaries are based on factors including internal equity, relevant experience, and education.

Exemption Status:

Exempt

Job Description:

Provides strategic oversight of the budget, design, development, and implementation of an industry-leading advancement resources (operations & research) model that integrates research, report writing, data analytics, technology solutions, and gift processing to maximize engagement and philanthropy of Trinity University alumni, parents, students, and friends. Serves as a member of the University's Alumni Relations and Development Senior Leadership Team, while leading a team. Responsible for strategic design, development, and implementation of operational functions that provide a foundation for University Advancement to achieve its goals in fundraising and engagement. Leads and manages teams related to advancement reporting, research/prospect management, gift accounting and data management. Aligns business support functions, policies and

procedures, and technology infrastructure with the strategies, resources and priorities of the University and the Alumni Relations and Development division. Represents the division across campus by working closely with business units such as finance, human resources/payroll, student accounts, registrars, information technology, general counsel, and risk management/compliance.

Please note: applications submitted without a cover letter will not be reviewed.

JOB DUTIES

- Develops strategy, sets direction, and defines goals and priorities for advancement resources while serving as a member of the senior leadership team. Provides benchmarking data to senior directors and the division's leadership from peer and aspirant universities. Investigates, assesses, selects and manages technology solutions that will advance the fundraising and engagement goals of the division as well as optimize the division's operations. Defines roles, responsibilities, and expectations for advancement resources (operations & research) staff and manages them accordingly. Oversees a budget to support Advancement Resources.
- Oversees policies and protocols that achieve success in principal gifts, major gifts and planned giving, advancement communications, donor relations & special events, annual giving, and alumni relations departments and sub-teams.. Evaluates current business practices and resources to optimize performance for fundraising and engagement success. Includes oversight of training efforts to ensure ARD staff productively utilizes software/systems and processes which supports and facilitates increased fundraising.
- Oversees the building and implementation of best-in-class prospect management, gift processing, advancement reporting (ad hoc and scheduled) and data/database management (Affineurs), artificial intelligence, utilization of innovative toolsets (dashboards, modeling, new products/services and analytics studies, etc.) while encouraging data-driven management in fundraising and boosting the University's fundraising success at divisional, departmental, and team levels. Also, oversees the timely delivery of information, data, and services to staff members, volunteers and constituents with accurate reporting and analysis tools, maintaining both accuracy of information and consistency of presentation.
- Produces overall vision and strategy, as well as management and operations for gift accounting for the University to ensure accurate and timely recording and distribution of gifts and pledges according to IRS regulations, CASE reporting standards, and associated University's gift policies and procedures i.e. gift acceptance and naming, etc.
- Integrates and oversees a comprehensive prospect development team, including prospect identification and research, as well as prospect and portfolio management.
- Delivers innovative technology, as well as ground-breaking data systems and processes that support a complex, highly matrixed fundraising and engagement environment. Researches new technology solutions, tests with internal partners and supports delivery with on campus partners. Oversee all departmental functions and procedures including data integrity, processing, transfer, training, queries, reporting and special projects.
- Develops partnerships and collaborates with key business units across campus including the University's ITS and Business Office areas to solve current problems, build frameworks for operational efficiencies in fundraising, and develop processes/procedures which are donor friendly and better supports and facilitates increased fundraising.
- Directs, coordinates, and evaluates Advancement Resources team members. Carries out supervisory responsibilities in accordance with all policies and applicable laws. Interviews, hires and trains

employees; plans, assigns, and directs work; creates work schedules and conducts performance appraisals, counsels, and disciplines employees; addresses complaints and resolves problems.

ADDITIONAL DUTIES

- Cooperates and collaborates with other employees in the spirit of teamwork and collegiality and interacts with confidence, patience and integrity to provide professional leadership during emergencies.
- Complies with all Trinity University policies and guidelines.
- Performs other duties as required.

EDUCATION

Required:

Bachelor's degree from four-year college or university.

Preferred:

Master's degree or equivalent from an accredited college or university in data science, business, or other similar advanced degree.

EXPERIENCE

Required:

- Seven+ years of progressively responsible experience in data analysis and reporting, operations, information technology, and other areas of administrative and operational management in higher education or the equivalent, preferably in an advancement program recognized for its strength and effectiveness.
- Seven years of management/supervisory experience.
- Experience working with fundraising software systems (such as Affineurs, GiveCampus, Stripe, or other platforms) and related reporting tools (Informer, Business Objects, etc.).

Preferred:

- Advanced knowledge of development activities with particular emphasis on information systems, development services, prospect research, fundraising and alumni data programs and procedures.
- Demonstrated talent in developing and implementing strategies, plans, and budgets in a complex, fast changing environment that utilize clearly articulated, metric-based, analytical solutions to complex problems.
- Proven ability to communicate effectively both verbally and in writing, and to collaborate and work closely with senior level administrators, advancement staff, and alumni volunteers with confidence and diplomacy.
- Expert skills in employee supervision and personnel administration; strong interpersonal skills and high emotional intelligence to effectively lead, motivate, and influence others, as well as recruit, hire, train, mentor, motivate, and evaluate all levels of staff.
- Excellent organizational skills and attention to detail including experience independently overseeing complex projects and programs.
- The ability to build bridges and solid, productive, collaborative relationships across a complex university, as well as the capability to influence and engage peers.
- Effectiveness as a change agent, with the ability to think strategically, to turn new ideas and approaches into executable programs, and lead a diverse staff through ongoing changes in organization, processes, procedures, and technologies.
- A resilient and self-assured problem solver who can anticipate challenges and obstacles and has the intelligence, creativity, and tenacity to provide and execute strategic and effective solutions.

- Proficiency in managing multiple projects simultaneously with diverse and competing priorities, while meeting deadlines.
- Ability to handle highly confidential information with respect and discretion.
- Proficiency in interpreting IRS rulings as they apply to charitable contributions and fundraising.
- Unflappable in the face of multiple challenges, highly motivated, disciplined work ethic, a competitive nature, a creative approach, and a proven ability to lead.
- Demonstrated talent in translating ideas into action; a calculated risk-taker comfortable working with ambiguity.
- Integrity, imagination, optimism, entrepreneurial spirit, and a high-level of energy.
- Personal flexibility to travel and work evenings or weekends as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Working knowledge of advancement best practices and strong understanding of data management.
- Working knowledge of Microsoft software suites, including Word, Excel, and Access.
- Working knowledge of Google Workspace, including Google calendar, Gmail, Google shared drives, Google docs, and Google sheets.
- Working knowledge with relational databases, such as Salesforce solutions such as Affineurs or other fundraising database software, as well as integrated reporting tools such as Apsana, Tableau, MS Power BI; and connected third party software solutions, such as I-Modules, RNL-Engage/Scale funder, EverTrue, DocuSign, etc.

LICENSES/CERTIFICATIONS

None

OTHER REQUIREMENTS

Travel will be uncommon, but some travel may be necessary.

SUPERVISORY RESPONSIBILITIES

Director, through managers, of a single department.

NUMBER OF DIRECT REPORTS

4

NUMBER OF INDIRECT REPORTS

5-7

SUPERVISION RECEIVED

Limited supervision. Operates independently.

DECISION MAKING

Plan and perform highly complex or technical work where no procedures or standard methods are available.

BUDGET RESPONSIBILITY

Responsible for budget and expenditure authority of the department.

FINANCIAL RESPONSIBILITY

Less than \$250,000

HOW TO APPLY

For internal applicants, please apply through Workday using the 'Jobs Hub' application, see instructions provided [here](#).

For external applicants, when starting the application, select "Apply Manually." Only complete fields with a red asterisk, which are required. Please create your Workday application account using a [personal email address](#), as you will need to maintain access to this account throughout the pre-hire process, if selected.

For all applicants, please note that applications that do not include a cover letter will not be reviewed.

In the "Application Documents" field, please upload the following as seen below.

Submit each as a separate pdf file:

File 1: Cover Letter

File 2: Resume

About Us

Trinity University aims to attract an efficient, dedicated staff whose talents will continue to grow the University as an exceptional place to study and work.

Provide Your Resume

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EEO Statement

Trinity University will post non-exempt staff positions for at least 5 business days and exempt staff positions for at least 10 business days. Faculty positions will remain open until filled. Postings may be extended if a sufficient number of qualified applications has not been received. Trinity University reserves the right to close a posting if a suitable applicant pool has been received and to withdraw or close postings at any time during the posting period.

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Trinity [prohibits harassment](#) and discrimination based on protected status , including [sexual harassment](#) and sexual misconduct. Any person may [report](#) discrimination, sexual harassment and sexual misconduct online or by contacting Interim Trinity's Title IX Coordinator, [Michaela Postell](#). You may also report in person or by mail addressed to her at One Trinity Place, Northrup Hall 210, San Antonio, TX 78212.

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