

UNIVERSITY *of* DALLAS

Job Number: 15709UD

Development Project Manager

Date Posted: August 18, 2025

WHO WE ARE

The University of Dallas is a premier Catholic liberal arts university that seeks to educate the whole person, encouraging its students to pursue wisdom, truth and virtue as the proper and primary ends of education. All employees are expected to support the university's [Mission](#), which is informed by the Apostolic Constitution [Ex corde Ecclesiae](#), the Catholic Church's governing document on Catholic universities. The University of Dallas is known for its nationally ranked Core Curriculum, exceptional post-graduation outcomes, and some of the happiest students in the country.

SUMMARY

UD is currently seeking a Development Project Manager who will be responsible for supporting the implementation of relational giving cycle strategies for development network growth and cultivation that fosters long term donor relationships and helps achieve short- and long-term fundraising plans through annual restricted and unrestricted support. The Development Project Manager coordinates the implementation of development projects, executes the distribution of content for the network, and oversees the distribution of particular engagement to segmented donor groups. This role manages the implementation of student interns' personalized outreach to members of the network, maintains relationships across the university, and directly solicits gifts during campaigns. The Development Project Manager reports to the Assistant Vice President and supports the Development Network Team, particularly with content research, content distribution, and engagement. This position will apply key principles and best practices of higher education advancement, and the role is vital to engaging, retaining, and growing network donors.

PRIMARY RESPONSIBILITIES

- **Development Projects:** Manage development network projects to ensure efficient production, team coordination, and project momentum that delivers both quality and timeliness.
- **Distribution of Development Content to the Network:** Distribute approved content across different communication avenues (digital and mail).
- **Distribute Content to Particular Donor Groups:** Oversee the distribution of particular engagement to segmented donor groups based on a defined cadence for different donor groups (set by the AVP) and attend corresponding donor group events.
- **Oversee Student Intern Outreach:** Manage the implementation of student interns' personalized engagement to members of the network via phone, email, mail, and/or in person events.
- **Maintain Relationships Across the University:** Collaborate with faculty, staff, and students to gather particular research and information corresponding to development network

content projects, build involvement and ownership, and provide a clear line of sight to particular impacts of donor gifts.

- **Directly solicits gifts during campaigns:** As part of the Development Network team, members contact individuals (primarily via phone calls) during campaigns to solicit gifts as a means to reach the overall campaign fundraising goals.
- Other duties as assigned to ensure the efficient and effective operation of the Development and University Relations Department.

MINIMUM REQUIREMENTS

- Bachelor's degree.
- One to three years of development experience.
- Superior communication and interpersonal skills, creativity, political astuteness, and tact.

PREFERRED QUALIFICATIONS

- Experience working in higher education and/or foundations and sponsored research strongly.
- Demonstrated previous experience interacting with high-level donors and managing a team of volunteers and/or students strongly.
- Experience with Slate strongly preferred.

ADDITIONAL INFORMATION

Occasional evening or weekend work in support of the Department of Development and University Relations.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, vision, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition waiver, tuition exchange for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer and encourages applications from individuals who will enhance our community and advance our Mission.