

UNIVERSITY *of* DALLAS

Job Number: 16038UD

Director of Advancement Information

Date Posted: November 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 Director of Advancement Information who will report to the AVP of Development and University Relations and is a member of the Network Team. The role oversees the management of a donor and gift Enterprise Resource Planning (ERP) system and Advancement Services. ERP oversight includes database integrity, management and improvements. The Director serves as the team's subject matter expert for the Slate for Advancement. Advancement Services responsibilities include managing gifts and records, to ensure not-for-profit gifts and record best practices. Additionally, this role provides data analytics reporting and infrastructure documentation for the Department. The Director is a vital partner in fundraising success across the department's functions (i.e. gifts, project development, network communications, and donor relations) and works closely with other departments, primarily Finance and Information & Technology Systems.

PRIMARY RESPONSIBILITIES

Database Integrity and Management

- Serves as the primary administrator for Slate for Advancement instance and manages access, imports, and exports.
- Oversees data cleanliness processes and implements both one-time data hygiene projects and new processes to promote data accuracy and cleanliness.
- Works closely with the Information and Technology team to ensure smooth data transfers between systems and that data in Slate is up to date.
- Provides database and systems training to Development team.
- Delivers on routine requests for new queries (lists) and advanced record types.

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Database Improvements

- Leads new database improvement projects in Slate for Advancement instance to implement new functionality, stream-line current processes, and enable the team to use the database more efficiently and confidently.

Data Analytics and Reporting

- Provides real-time reporting for appeals, major gift portfolios, events, and more.
- Continuously improves Development reporting infrastructure and introduces new automations and analytics.

Gift and Record Management

- Oversees the work of the Advancement Services Coordinator to ensure accuracy and timely gift recording, donor stewardship, and record creation and updates.
- Collaborates with the Office of Finance to ensure compliance to IRS standards for 501(c)3 gift and record policies and procedures.
- Confers with the Finance team regularly to confirm gift receipt, documentation and designation; performs multiple periodic gift reconciliations with the Assistant Controller and delivers end of fiscal year reporting for the university audit.

SUPERVISORY RESPONSIBILITIES

Supervise the Advancement Services Coordinator. This role may oversee contractors related to database management and information services.

MINIMUM REQUIREMENTS

- Bachelor's degree.
- Experience with Slate, a CRM, or a finance and accounting CRM.
- Two to four years of progressive database experience, with one to two years in a senior or administrator role.
- Two to four years of progressive experience in advancement services or not-for-profit accounting, with strong preference given to higher education.

PREFERRED QUALIFICATIONS

- Experience with Technolutions Slate strongly preferred, with a preference for Slate for Advancement.
- Experience with SQL is preferred.

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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.