

UNIVERSITY *of* DALLAS

Job Number: 16100UD

Director of Engagement

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 engagement, which is a twofold role. First, the role strategically designs and manages an events engagement strategy that draws people into relationship with the university and deepens relationships with current friends, donors, and alumni of the university. Second, the role oversees on campus partnerships that benefit the university by matching external organizations with available university amenities. The role is distributed across three event areas: Development and University Relations, External Partnerships, and Internal University Partners.

PRIMARY RESPONSIBILITIES

Development and University Relations

- Implement mission aligned events, primarily in the DFW area, that draws people into a relationship with the university and provides a particular next step to deepen the connection to the university.
- Oversee the creation and execution of signature conferences that draw people to campus to advance the university's mission and connect people to the university who have shared values and/or interest in the mission of the university.
- In partnership with the AVP and VP who manage the content strategy, this role oversees the event logistics, communication, and coordination for development events such as the President's Society events, Trustee dinners, an annual Scholarship Dinner, special events for particular endowments.
- Provide event and logistical support for specialized offsite development events such as pilgrimages and small gatherings at the homes of key relationships.
- Oversee large scale university relations events on campus such as the Parent's Welcome Reception during move-in, Alumni & Family Weekend, Groundhog, and the President's Graduation Reception.

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External Partnerships

- Oversee the management of conferences and summer events with external partners which provides meaningful engagements and financially benefits the university, including overseeing contracts with partners in collaboration with the general counsel.

Internal University Partners

- Oversee the management of the events and venue systems for spaces across campus
- Provide a standardized process and associated tools to equip campus partners to schedule and execute their events. Tools include systems such as room reservations, facilities, catering, and audio/visual

MINIMUM REQUIREMENTS

- Bachelor's degree.
- Five years of professional work experience.
- Previous experience in a University/Catholic Church/Non-profit Development, Relations, and/or Engagement.
- Excellent written communication and organizational skills.
- Ability to determine goals, set priorities, take initiative, and the ability to handle diversified tasks concurrently.

PREFERRED QUALIFICATIONS

- Previous experience in event planning.
- Previous experience with Slate CRM.
- Previous management of staff.

ADDITIONAL INFORMATION

This position requires the ability to work irregular work hours, including nights and/or weekends. Must be willing to travel and manage projects while off campus.

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.