



## **EXECUTIVE DIRECTOR OF DEVELOPMENT** **Position Profile**

Texas A&M University-Corpus Christi (TAMU-CC) invites nominations and applications for a talented fundraising professional to serve as the institution's Executive Director of Development. The Executive Director will play a critical role in growing giving by the institution's alumni, parents, faculty, staff, and other key constituencies.

### **Development Team**

The Executive Director will serve as one of several key members of the university's development team reporting to the Associate Vice President of Development. The Executive Director will be responsible for leading a team of two mid-level directors of development and one director of development at the Art Museum of South Texas. This team is responsible for gifts from \$1,000-\$10,000 and the Executive Director oversees four of the university's key fundraising efforts:

- [President's Council](#);
- [Parent's Council](#);
- Faculty and Staff Giving Campaign; and
- Annual Giving

In addition to the Executive Director, the institution's development team reporting to the Associate Vice President also includes the Senior Director of Major Giving, Director of Foundation and Corporate Relations, Director of Engagement, and Stewardship Coordinator.

### **The University**

TAMU-CC is a vibrant, relatively young doctoral-granting University and Hispanic-Serving Institution (HSI). With 12,000 students from 47 states and 54 foreign nations and 1,318 faculty and staff, it combines a heritage of teaching excellence with innovation in research and creative activity, as well as community engagement.

TAMU-CC possesses the key elements to support its move to the next level among its peers as a major Hispanic-Serving research university. The university's strategic plan, [Momentum 2020](#), lays out a bold agenda for developing recognized programs in areas important to the region and nation. To achieve this goal, the university has begun to strengthen and grow its infrastructure to support existing and promising

new programs. Services and operations dedicated to student recruitment, retention, and welfare will be expanded to meet increased student demands and enhance the educational experience for all.

TAMU-CC is a member of the Texas A&M University System – a network of eleven universities, seven state agencies and a comprehensive health science center. As a member of the Texas A&M University System, the school benefits from a range of centralized resources, increased visibility and political clout, and opportunities to collaborate in mutually beneficial ways with peers across member institutions and associated agencies.

TAMU-CC is on a trajectory to achieve national recognition as evidenced by the quality of its faculty and staff, the success of its students, the connectedness of its alumni and the excellence of its academic and student life portfolios. Its strategic location on the Gulf of Mexico and on the cultural border with Latin America provides a basis for gaining national and international prominence. TAMU-CC is committed to becoming one of the leading centers of higher education in the Gulf of Mexico region while serving the intellectual, cultural, social, environmental and economic needs of South Texas.

### **Leadership**

The Board of Regents of The Texas A&M University System named Dr. Kelly M. Quintanilla as the sole finalist to be President of TAMU-CC on June 19, 2017. Dr. Quintanilla has served as Interim President since January.

Dr. Quintanilla has filled several roles at the Island University since 1994. Dr. Quintanilla has served as Provost and Vice President for Academic Affairs. Additionally, she was Dean of the College of Liberal Arts and Director of the School of Arts, Media & Communication. She also chaired the Department of Communication and Theatre, and she was a professor of communication for 16 years, teaching courses in Business & Professional Communication, Teamwork & Leadership, Organizational Communication, Public Relations and Public Speaking. She holds a Ph.D. in Communication from Pennsylvania State University.

Active in the local community, Dr. Quintanilla has served as a board member for the Art Museum of South Texas, the Corpus Christi Symphony Orchestra, and the Harbor Playhouse.

### **The Community**

TAMU-CC has a beautiful main campus located on a coastal island of 240 acres surrounded by the waters of the Corpus Christi and Oso bays – the only university located on its own island. TAMU-CC was ranked first on Best College Reviews' list of "50 Best Colleges By the Sea." Just eight miles from downtown Corpus Christi, the natural setting is enhanced by modern, attractive, and state-of-the-art classroom buildings and support facilities. With a population of over 300,000, Corpus Christi is the largest Texas city south of San Antonio, as well as a coastal city, making TAMU-CC highly attractive to prospective students from throughout the region and beyond.

## Opportunities, Challenges, and Qualifications

Responsibilities of the next Executive Director include, but are not limited to:

- Overseeing development directors to achieve fundraising goals for alumni and friends of the university;
- Working with college deans to identify funding priorities, set and monitor annual goals, and coordinate mid-level gift fundraising;
- Identifying, cultivating, soliciting, and stewarding President's Council members from university alumni and friends, including planning and hosting programming events and working with volunteer chairs to identify and recruit new members;
- Overseeing outsourced vendor responsible for implementing annual giving fundraising campaigns to include, but not limited to: call center, direct mail, e-mail, and crowdfunding;
- Planning and implementing Parent's Council fundraising campaign to include, but not limited to: implementation of presentations at new student orientations, direct mail, e-mail, and call-center operations; and
- Planning and implementing the faculty and staff fundraising campaign.

The successful candidate should possess the following skills and qualifications:

- A bachelor's degree or higher;
- Five or more years of professional experience in fundraising or a related field;
- Demonstrated success in executing fundraising activities, identifying prospects, developing strong relationships, cultivating support, and stewarding gifts;
- Strong leadership skills and the ability to oversee, develop, and empower a team of development professionals;
- Ability to conceptualize and implement strategic goals and objectives;
- Excellent organizational skills that are proactive rather than reactive in nature;
- Strong written and verbal communication skills and effective interpersonal skills to be comfortable working with others to establish strategic priorities and to manage tactical efforts;
- Personal and professional integrity, good judgement, and attention to detail;
- Ability to fundraise using an appropriate balance of analytical data-driven efforts and intuitive relationship-driven efforts; and
- Ability to work with university administrators and faculty to understand their funding needs and make connections to potential donors on their behalf.

## **Nomination and Application Process**

The Search Committee will begin reviewing applications immediately and continue to accept applications and nominations until the position is filled. Requested application materials include a letter of interest; resume; and the names, telephone numbers, and e-mail addresses of at least five professional references. All applications, nominations, and inquiries will remain confidential. References will not be called until after the first screening of applications and then only after the applicant has given explicit permission. All application materials must be submitted electronically in Microsoft Word or PDF format.

Please direct all applications, nominations, and inquiries for the position to the search firm assisting the university at the contact information below:

Ryan Crawford, Partner | Gretchen Hoffman, Senior Associate  
901 Mopac Expressway South  
Barton Oaks Plaza One, Suite 300  
Austin, TX 78746  
(737) 210-1218  
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Refer to code “TAMUCC ED Development” in subject line

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