

Senior Director, Advancement Services and Stewardship
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=261631>

Downloaded On: Aug. 26, 2025 7:47pm

Posted Aug. 26, 2025, set to expire Nov. 29, 2025

Job Title	Senior Director, Advancement Services and Stewardship
Department	Staff
Institution	Austin Community College Austin, Texas
Date Posted	Aug. 26, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Institutional Advancement
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Job Description

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Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

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Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. [-AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

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Job Posting Title:

Senior Director, Advancement Services and Stewardship

Job Description Summary:

The Senior Director of Advancement Services and Stewardship provides strategic leadership and operational oversight for the systems, data, analytics, and donor stewardship functions that support College Advancement and the ACC Foundation. Reporting to the Vice Chancellor for College Advancement, this position manages a team of professionals and oversees data systems, gift processing, donor communications, and operational compliance in support of engagement and fundraising goals. The Senior Director fosters a culture of continuous improvement, accountability, and customer service, leveraging technology and best practices to enhance efficiency, impact, and stewardship.

Job Description:

Description of Duties and Tasks

- Supervise, train, coach, and evaluate staff; recommend hiring and termination decisions; and ensure adherence to HR policies and employment laws.
- Lead daily operations and strategic initiatives related to data management, donor CRM platforms, research tools, and information systems.
- Provide strategic leadership for all donor stewardship processes, including acknowledgments, gift agreements, impact and endowment reports, and donor recognition programs.
- Collaborate with internal stakeholders and vendors to ensure technology systems are accurately configured, compliant, and effectively support fundraising strategies.
- Drive cross-functional planning for CRM or data system migrations and enhancements, including coordination with IT, Finance, and third-party partners.
- Maintain data integrity, privacy, and security across all advancement systems; oversee database updates, constituent record accuracy, and mailing lists.
- Develop and implement processes that ensure timely and accurate gift processing, acknowledgement, and reporting, including alignment with donor intent and policy compliance.
- Supervise reconciliation, audits, and financial tracking related to advancement and Foundation gifts in partnership with Finance and other units.
- Identify and implement improvements to business processes that enhance efficiency, reduce risk, and ensure scalability.

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- Lead and evaluate the adoption of AI technologies to support prospect research, reporting, and automation of advancement operations.
- Provide strategic recommendations on the use of platforms, analytics, and digital tools to enhance donor engagement and reporting capacity.
- Ensure compliance with federal, state, and College/Foundation policies and reporting requirements.
- Serve as a thought partner to Advancement leadership in aligning infrastructure, data, and communications to institutional strategy.
- Represent the division at internal and external meetings, including evening and weekend donor or Foundation events as needed.
- Perform other duties as assigned in support of the College Advancement mission.

Knowledge

- Supervisory principles and team development strategies.
- CRM and donor database systems; data integrity, privacy, and security best practices.
- Stewardship and gift management processes, including acknowledgments, scholarships, and reporting.
- Compliance and reporting practices in nonprofit and higher education fundraising environments.
- Project management, vendor coordination, and system migration best practices.
- AI, automation, and digital trends in advancement operations.

Skills

- Leadership, team-building, and coaching for high performance.
- Strategic and analytical thinking with attention to detail and results.
- Excellent written, verbal, and interpersonal communication skills.
- Strong planning, time management, and process improvement capabilities.
- Ability to work independently and collaboratively in a dynamic environment.
- Customer service orientation and discretion in handling confidential information.

Technology Skills

- Proficiency with donor CRM platforms (e.g., Raiser's Edge, Salesforce).
- Strong skills in Microsoft Office Suite and Google Workspace.
- Familiarity with data analytics, reporting tools (e.g., Tableau, Power BI), and digital platforms for donor communications.
- Awareness of emerging AI-enabled tools relevant to advancement services.

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Required Work Experience

- Three (3) years of database management experience related to donor relations and stewardship.

Preferred Work Experience

- Three (3) years of experience using Raiser's Edge (Blackbaud) or comparable CRM system.

Required Education

- Bachelor's degree.

Preferred Education

- Master's degree.

Special Requirements

- Reliable transportation for local Austin area travel.
- Availability for evening and weekend events as needed.

Physical Requirements

- Work is performed in office or hybrid environments.
- Subject to walking, sitting, standing, bending, reaching, pushing, and pulling.
- Occasional lifting of items up to 20 pounds.

Safety

- Supervise the safe operation of the unit.
- Facilitate safety training and inspections.
- Take reasonable and prudent actions to eliminate identified hazards and foster a workplace safety culture.

Salary Range

\$97,689 - \$122,111

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Number of Openings:

1

Job Posting Close Date:

September 1, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Senior-Director--Advancement-Services-and-Stewardship_R-7923

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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