



DATE ISSUED: 09/05
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Development Officer, Colleges and Schools

JOB SUMMARY

This position is responsible for working closely with the Deans and Department Chairs in securing restricted and unrestricted cash and in-kind gifts from donor and prospect individuals, corporations and foundations to support the University priorities. Responsible for University-wide sponsorship gifts and manages a portfolio of 50 individual donor and prospects. Work is performed under limited supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Chancellor and President of the University

Supervises: May supervise clerical staff and Student Assistants.

PRIMARY DUTIES - May include, but not limited to the following:

Plans, coordinates and manages possible funding opportunities for schools and colleges.
Performs soliciting and stewarding sponsorship gifts for the University.
Manages a portfolio of 50 individual donor and prospects.
Manages the paperwork on in-kind gifts.
Provides support to other fund raising components.
Relays pertinent information back to appropriate Texas Woman's University administrators.
Some travel required, primarily in Texas.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree or above in related field required.

EXPERIENCE

Five years in Development; good writing skills; ability to collaborate with a wide variety of people.

REQUIREMENTS

Must have a valid Texas driver's license with good driving record.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Working knowledge of office practices and methods.

Ability to perform mathematical calculations and/or verify information accurately.

Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer keyboard and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25

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pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye. May be required to sit for long periods of time.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.