



**DATE ISSUED:** 11/10  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Development Officer- Scholarships & Programs

### **JOB SUMMARY**

The position is responsible for raising money, both restricted and unrestricted contributions, to support scholarships and programs, colleges and schools within the University. Responsibilities include participating in University-wide development efforts and managing a portfolio of individual donor/prospects. Work is performed independently and requires the employee to be able to schedule, supervise, and set priorities. Evaluation is based upon successful completion of assignments and established goals. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director of Institutional Development

*Supervises:* May supervise staff and/or student assistants as necessary and/or appropriate.

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

Solicits restricted and unrestricted contributions on behalf of the University.

Provides support to all programs, colleges and schools within the University in their scholarship fundraising efforts, events and initiatives.

Assists in fundraising efforts and initiatives of TWU's Leadership Institute.

Assists in fundraising efforts and initiatives of the TWU Libraries.

Assists in the annual Power of a Healthy Woman Symposium.

Manages a portfolio of individual donor/prospects.

Works with individual donors as requested to create endowment agreements which may benefit either the University or the TWU Foundation.

Stewards donors to ensure satisfaction with the treatment received both before, during the gift process and after gifts are received.

Develops all written correspondence and appropriate marketing or solicitation material for any campaign or event for which the position is responsible.

Assists or plans other specific donor stewardship events.

Records action steps in Raiser's edge.

**ADDITIONAL DUTIES**

Performs other duties as requested.

**EDUCATION**

Bachelor's degree or experience equivalent.

**EXPERIENCE**

Minimum of five years donor-centered fund raising experience with verifiable success in fundraising campaigns.

**REQUIREMENTS**

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization from the university.

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:**

Knowledge of current trends and fund raising practices, methods, resources and regulations related to the position.

Knowledge of computer technology and software programs and their application to information management.

Working knowledge of office practices and methods.

Ability to establish and maintain effective work relationships with other employees and the public.

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

Ability to apply budgeting and fiscal planning techniques within financial constraints.

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

Ability to travel to events on business-related matters.

Ability to file and perform data entry.

Ability to use a personal computer and other office equipment.

Working knowledge of Blackbaud Raiser's Edge database system.

**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 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 indoors and outdoors when necessary. 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.***