



**DATE ISSUED:** 09/05

**FLSA:** Exempt

**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Development Officer- Student Life

### **JOB SUMMARY**

This position serves as a professional fundraising and advancement officer for the Division of Student Life. Duties include serving as a liaison between the University and donor groups, and assisting in related activities within the Division including athletics fundraising. The Development Office works as a member of the TWU Institutional Development team and will be located within that office while reporting to the Vice President for Student Life. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Vice President for Student Life

*Supervises:* No supervisory responsibilities

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

Designs development plans and strategies in accordance with the Student Life vision and mission.

Serves as a primary contact for Student Life personnel regarding fundraising policies and procedures.

Assists in planning and execution of special events and participates in and coordinates fundraising programs.

Prepares and submits grant proposals to corporations and foundations to seek funding for Student Life initiatives including scholarships.

Raises private funds to support the TWU scholarship programs including athletics scholarships.

Works with the Vice President for Student Life, his staff, and student leaders to raise funds for Student Life projects as approved by the Vice President for Student Life.

Serves as an ambassador for Texas Woman's University and its programs, communicating the mission and goals to alumni, friends, and industry leaders.

Relays pertinent information back to appropriate Texas Woman's University administrators.

***ADDITIONAL DUTIES***

Performs other duties as requested.

***EDUCATION***

Bachelor's degree required. Master's preferred.

***EXPERIENCE***

Minimum five years experience in sales and marketing, fundraising (knowledge or experience with higher education fundraising preferred).

***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 the development field.

Experience related to higher education, Student Development and/or athletics desirable.

Exceptional communication skills – written, verbal, and interpersonal.

Knowledge of accepted business practices and procedures.

Ability to establish and maintain cordial, productive, and professional working relationships with internal and external contacts.

Ability to manage time, personnel, financial, and physical resources effectively.

Knowledge of personal computer-based software (i.e., word processing and spreadsheet applications) preferably Blackbaud Raiser's Edge.

Provides management for assigned projects.

Solicits or facilitates the presentation of gift proposals to major prospects annually with a focus on approved priorities.

Knowledge of current fundraising practices, resources and policies.

Effective manager who initiates work independently to complete projects and solve problems by setting priorities for self and staff and exhibits effective decision-making. Uses available staff, time, funds, and other resources to accomplish development goals.

Demonstrate strong interpersonal skills, team-oriented behavior, professional and management competences, and the Texas Woman's University philosophy of excellence and service.

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Ability to attend evening and weekend activities.  
Ability to travel frequently.  
Ability to use a personal computer 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 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

**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:** \_\_\_\_\_

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***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.***