



**DATE ISSUED:** 10/08

**FLSA:** Exempt

**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Director of Development

### **JOB SUMMARY**

Provides leadership and manages a comprehensive development program to include research, cultivation and solicitation of prospective donors for campaign and leadership award event opportunities. Serves as a team leader of Institutional Development's fundraising staff and other contributors to develop a strategic plan for TWU's fundraising efforts and assessment of the plan's effectiveness. Work is performed under limited supervision with latitude for initiative and independent judgment and performance is based on the accomplishment of overall objectives and the effectiveness of programs initiated. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies and Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Chancellor & President and Executive Director for Institutional Development

*Supervises:* Sr. Development Officer, Development Officers, Development Associate

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

Assists the Chancellor and President in completing the Institute of Health Sciences-Dallas Center Campaign.

Serves as primary development officer for IHS-Dallas Center.

Performs research, cultivation and solicitation of prospective donors for campaign and Leadership Award event opportunities.

Meets with donors to determine interest in campaign or events.

Assists the Director of Alumni Relations in accomplishing the strategic plans and initiatives for the Dallas area.

Serves as the team leader of Institutional Development's fundraising staff and other contributors to develop a strategic plan for TWU's fundraising efforts and assessment of the plan's effectiveness.

Co-chairs the annual Virginia Dykes Leadership Award Event.

Coordinates donor site visits.

Utilizes Raiser's Edge database to facilitate donor management.  
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge in accordance to University policy.

### **ADDITIONAL DUTIES**

Performs other duties as requested.

### **EDUCATION**

Bachelor's degree required.

### **EXPERIENCE**

Minimum of seven years donor-centered fund raising experience. Experience should include a proven track record of donor-centered fund raising and special event execution.

### **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.

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

- Knowledge of modern development and fund raising practices, methods, resources and regulations thereof.
- Ability to establish and maintain effective work relationships with other employees and the public.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- Ability to effectively communicate orally and in writing.
- Ability to communicate orally, both in person and by telephone.
- Ability to travel to events on business-related matters.
- 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

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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**

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and or outdoors when necessary. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

### **SAFETY**

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

*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.***