



**DATE ISSUED:** 07/08

**FLSA:** Exempt

**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Executive Director, Institutional Development

### **JOB SUMMARY**

Manages and directs all fundraising activities of the Office of Institutional Development associated with annual, capital, and constituency based fundraising and special project fund raising for Texas Woman's University. Coordinates operations of the Texas Woman's University Foundation with the Liaison to the TWU Foundation. Responsibilities will also include budgetary oversight including the expenses of the Development Officers supervised, as well as training and continuing education for all Staff. Work is performed under the executive supervision of the Chancellor & President with broad latitude for initiative and independent judgment and performance is based on the accomplishment of the overall objective and the effectiveness of programs initiated. 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

*Supervises:* Director of Development, Development Officers, Development Associates, Technical Personnel and Support Staff

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

Oversees identification and qualification of prospective donors for TWU by directing or analyzing research to discover prospects and resources for gifts.

Oversees cultivation of existing donors.

Oversees solicitation of major donors.

Supervises external development officers and associates, monitoring activity for quality and quantity.

Reports activity on a regular basis.

Ensures that subordinates report weekly and evaluates their contacts, meets monthly, or as needed, for training and/or guidance.

Supervises overall operations of the office.

Establishes and maintains a safe environment for employees under charge.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge in accordance to University policy.  
Works in conjunction with Student Affairs and Office of Alumni Relations.

***ADDITIONAL DUTIES***

Performs additional job-related duties and responsibilities as requested.

***EDUCATION***

Bachelor's degree. Master's degree preferred.

***EXPERIENCE***

Minimum of 10 years experience in the area of fund raising and administrative experience in a Development Office.

***REQUIREMENT***

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 modern development and fund raising practices, methods, resources and regulations thereof.

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

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long and short-term goals of the division and institution.

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

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

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 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 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**

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***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.***