



**DATE ISSUED:** 07/08  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Sr. Development Officer- Institute of Health Sciences - Houston

### **JOB SUMMARY**

The position is intended to support the fundraising and institutional advancement initiatives of the Office of Institutional Development and concentrate on the fundraising needs of the Colleges of Nursing and Health Sciences in the Houston IHS. Position also works with Office of Alumni Relations for alumni-based initiatives in the Houston area. Work is performed under minimal 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:* Executive Director of Institutional Development and Director of Alumni Relations

*Supervises:* May supervise clerical staff and Student Assistants.

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

Researches, cultivates and solicits prospective donors for campaign and special funding opportunities.

Meets with donors to determine interest in campaign or special event - involve other key faculty as appropriate.

Coordinates donor site visits. Record action steps in Raiser's Edge. Send follow-up notes as appropriate. Follow-up on any donor requests.

Develops and cultivates representatives from the Texas Medical Center to serve as advocates for the IHS.

Plans and implements bi-annual meetings of advocacy group including programming, and logistics.

Identifies and secures cash and in-kind sponsors as appropriate.

Creates all written correspondence: sponsorship packages, solicitation mailings, acknowledgement letters, hand written notes when appropriate.

*Sr. Development Officer –  
Institute of Health Sciences -  
Houston  
Date Issued: 07/08  
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Meets with TWU Houston constituents (faculty and staff of the campus) to discuss fundraising initiatives.

Meets and communicate regularly with Director of the Office of Alumni Relations

Carries out activities for the Houston campus as related to the Strategic Plan for the Office of Alumni Relations.

Represents the Office of Alumni Relations when Director cannot be present at meetings and events in the Houston area.

***POST EVENT:***

Execute post event evaluation.

Execute post event evaluation report with appropriate faculty and staff, Award Recipient, Virginia Chandler Dykes and sponsors.

Reconcile budget, expenses and revenue to determine financial results of event.

RE attendee entry, invoice any unpaid sponsorships, create event memory/clipping book, acknowledge donors/sponsors and guests as appropriate. Identify a prospect list from attendees.

***ADDITIONAL DUTIES***

Performs other duties as requested.

***EDUCATION***

Bachelor's degree or experiential equivalent

***EXPERIENCE***

Seven years donor-centered fund raising and two to five years of alumni relations or external affairs experience.

***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:***

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

*Sr. Development Officer –  
Institute of Health Sciences -  
Houston  
Date Issued: 07/08  
FLSA: Exempt  
PTO: VCS*

Ability to work collaboratively with IHS Houston alumni, faculty, staff, and students, and with colleagues throughout the Texas Medical Center.

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 occasionally file, performs data entry, and operates a personal computer.

Ability to distinguish the nature of objects by using the eye.

Ability to work indoors as well as outdoors when necessary.

### ***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.

Sr. Development Officer –  
Institute of Health Sciences -  
Houston  
Date Issued: 07/08  
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*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.***