



DATE ISSUED: 09/05
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Sr. Development Officer- Colleges and Schools

JOB SUMMARY

This position is responsible for working closely with the Deans and Department Chairs in securing restricted and unrestricted cash and in-kind gifts from donor and prospect individuals, corporations and foundations to support the University priorities. Plans, coordinates and manages possible funding opportunities for colleges and schools. Additional responsibilities include participating in University-wide development efforts and managing a portfolio of individual donor/prospects. Work is performed under minimal supervision and performance is based on the effective 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: Chancellor and President, and Executive Director of Institutional Development

Supervises: May supervise clerical staff and Student Assistants.

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

Plans, coordinates and manages possible funding opportunities for schools and colleges.
Performs soliciting and stewarding gifts for the University.
Assists with strategic planning and goal setting.
Manages a portfolio of individual donors and prospects.
Manages the paperwork on in-kind gifts.
Works as assigned verbally by the Chancellor and/or Institutional Development Executive Director.
Provides support to other fund raising components.
Some travel required, primarily in Texas.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree or above in related field required.

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.

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 collaborate with a wide variety of people.
- 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. 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.