**JOB DESCRIPTION**

**Operations Manager - Development**

**Definition of Class**
This is a professional position in which the incumbent performs duties associated with the operation of the University Development Office. The incumbent assists in the development, implementation, and establishment of department policies, procedures and guidelines. Incumbent exercises discretion and independent judgment in providing oversight of departmental budgets. Position reports to the Senior Executive Director of Development.

**Examples of Work Performed**
Assists in the planning, development and implementation in the establishment of department policies, procedures, and guidelines.

Interfaces with University departments, external agencies, general public, and representatives of corporations/foundations. Serves as a liaison to the dean’s offices of the University, Alumni Association, Ford Center for Performing Arts, William Winter Institute, University Museum and Human Resources.

Works directly with foundations and/or corporate offices providing written and verbal correspondence.

Assists with compiling information on prospective donors and editing briefings and profiles on prospective donors for University and Foundation Administration.

Provides monthly updates detailing the progress of each Development Offices progress towards goals and expectations.

Gathers and compiles information from the office of Finance and Administration, the President of UM Foundation, Provost, and various other deans/academic leaders as it pertains to their specific areas of involvement.

Coordinates the planning for and conduction of donor events, conferences, seminars, workshops, and other related events.

Monitors University and Foundation budgets and each school/college initiative budget for each development officer.

Works with the Senior Executive Director of Development to compile the Chancellor’s annual report.

Supervises the maintenance of fiscal and administrative records to ensure compliance with University, state, and federal statutes, policies, and procedures.

Oversees processing of travel; makes travel arrangements; processes reimbursements for department staff, consultants, and speakers.

Monitors and tracks the professional development of Development Officers.

May supervise assigned support staff.

Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Provides oversight and monitoring of University and Foundation Development budgets.

2. Assists in the development, implementation, and establishment of department policies, procedures and guidelines.
3. Prepares detailed reports for department and University administration.

4. Coordinates the planning for and conduction of donor events, conferences, seminars, workshops, and other related events.

5. Serves as a liaison to University departments and external agencies.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi’s Human Resource Department in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit. The incumbent is occasionally required to stand; use hands to finger, handle or feel objects; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited four year college or university.
  
  AND

- **Experience:** Two (2) years of experience related to the above described duties.

- **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Human Resource Department in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/28/2015