Assistant Director of Alumni Affairs and Major Gifts Officer - School of Accountancy

**Definition of Class**
This is a supervisory position in which the incumbent oversees the fund raising and friend raising for the School of Accountancy and Alumni Association. Incumbent is responsible for planning, executing, and administering the major gifts program for the School of Accountancy. Incumbent travels extensively in order to develop and maintain relationships with donors and potential donors. The incumbent exercises discretion and independent judgment. Supervision is exercised over clerical positions. Incumbent works under the general supervision of the Executive Director of Alumni Affairs.

**Examples of Work Performed**
Develops and participates in friend raising and fund raising activities for the School of Accountancy and Alumni Association.

Cultivates friends for the School of Accountancy and Alumni Association.

Prepares the Accounting Alumni Chapter budgets, M-Club Alumni Chapter budgets, annual meetings, board meetings, fund raising projects, reunions, and social activities.

Supervises the work of clerical staff; assigns work to ensure proper distribution.

Analyzes, compiles, and reports on fund raising projects.

Represents the University at Alumni chapter meetings; attends University athletic events and related functions as necessary.

Works closely with the annual fund campaign.

Plans and oversees the development of publications for the School of Accountancy and the M-Club Alumni Chapter.

Supports overall fund-raising and marketing efforts.

Assists the Dean of the School of Accountancy, as required.

Performs similar or related duties as assigned or required.

**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. Plans and oversees fund raising and friend raising for the School of Accountancy and Alumni Association.
2. Plans budgets, meetings, projects, reunions, and other activities for the Accountancy Alumni Chapter and the M-Club Alumni Chapter.
3. Supervises and coordinates the activities of clerical staff.
4. Cultivates and solicits donations from individuals, foundations, corporations, and government agencies.
5. Plans, executes, and administers the major gifts and Annual Fund programs of the School of Accountancy.
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 Department of Human Resources 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 50 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 frequently required to stand. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to sit; walk; reach with hands and arms; and use hands to finger, handle or feel objects.

Experience/Educational Requirements:

Education:
Bachelor's Degree from an accredited four-year college or university.

AND

Experience:
Three (3) 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 Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 05/01/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.