Definition of Class
This is a supervisory position in which the incumbent provides guidance and direction to assigned development officers; directs, administers, and coordinates major gifts resource development efforts; identifies and cultivates prospective financial donors; advises individuals on issues associated with charitable giving; and maintains professional relationships with current and former donors; assists in development of program budgets; and travels in order to develop and maintain relationships with donors and potential donors. Position reports to the Executive Director of Development.

Examples of Work Performed
Supervises assigned development officers and staff.

Directs, administers, and coordinates private support and development activities by working with UM Foundation, Alumni Affairs, and Development staff to identify prospective donors.

Develops and coordinates budgets for development officers and programs.

Cultivates relationships with donors and maintains communication through personal contact and written correspondence.

Identifies and advises individuals on the advantages and consequences of charitable giving; works with support staff to follow up with stewardship plan after gifts are made.

Attends various alumni, civic, educational, and public functions to represent the University Development Office.

Generates and analyzes reports on donors and gifts from data collected on prospect information.

Compiles and summarizes for volunteer committees information related to prospect solicitation.

Reviews and researches the Internal Revenue Code concerning applicable tax laws for charitable donations.

Represents the University Development Office at various social and professional functions.

Serves as the Director in his/her absence.

Travels overnight and on weekends to meet with donors and prospective donors.

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. Supervises assigned development officers and staff.

2. Directs, administers, and coordinates private support and development activities.

3. Develops and coordinates budgets for development officers and programs.
4. Serves as the Director in his/her absence.

**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 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 occasionally required to stand; walk; sit; and use hands to finger, handle, or feel.

**Experience/Educational Requirements:**

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

AND

**Experience:**
Five (5) 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.

**Background Check Requirement:**
This position requires a background check upon hire.

**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.

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