Definition of Class
This is a supervisory position in which the incumbent frequently exercises discretion and independent judgment in planning, coordinating, and directing development activities for an assigned college/school in order to achieve annual goals. Incumbent identifies, cultivates, and solicits prospective donors to the University, which includes personal solicitation, direct mail, and phone calls. Serves as a member of Development Team responsible coordinating Development efforts and strategic planning. Reports to the Associate Director of Development.

Examples of Work Performed
Serves on Development Team to coordinate Development efforts and develop strategic planning.

Reviews all forms of written communication to ensure consistency of the University message and editorial reviews.

Coordinates budgets for development officers and programs.

Assists in directing, administering, and coordinating private support and advancement activities for an assigned college/school.

Works in conjunction with University Foundation, Alumni Affairs, and University Relations staff to identify prospects.

Prepares and analyzes various reports to assess donor activity.

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

Coordinates formal internship program for all University Development interns.

Identifies, cultivates, and maintains professional relationship with prospective, current, and former donors. Coordinates and initiates contact with donors via direct mail, phonathon, and personal solicitations. Travels extensively to meet with prospective donors.

Supervises Development activities for assigned college/school.

Works with and advises support staff to initiate stewardship activity after gifts are made.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

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. Assists in directing, administering, and coordinating private support and Development activities for an assigned college/school.

2. Cultivates and maintains relationships with prospective, current, and former donors.
3. Serves as a member of Development Team to coordinate Development efforts and strategic planning.

4. Prepares and analyzes various reports on donor activity.

**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 periodically required to talk and hear. The incumbent is occasionally required to stand; walk; sit; and use hands to finger, handle or feel objects, tools or controls.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited college or university in a related field.

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.

**Background Requirements**

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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*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.*