Assistant Director, Development Services

Definition of Class
This is a supervisory position in which the incumbent assists the Director in completing the objectives of the office by directing personnel and projects; advising donors, administration, and other constituents; and supervising the receipting and disbursement of funds contributed to the University, preparing financial statements, and recording and analyzing all investments of the University Foundation. The incumbent frequently exercises discretion and independent judgment when making decisions. Incumbent reports directly to the Executive Director, Development Services.

Examples of Work Performed
Advises and serves as department representative to donors, administration, and other constituents on issues related to charitable giving, foundation accounts, policies and processes of the department, etc.

Assists in the implementation and administration of policies and procedures within the department.

Coordinates and manages special projects for the department.

Records and analyzes all investments of the University Foundation. Analyzes cash needs of foundation.

Prepares financial statements for the University Foundation. Prepares and presents reports to investment committees. Prepares tax information.

Supervises the receipt and disbursement of funds contributed to the University. Develops, implements, and maintains automated record keeping systems. Maintains computer program for endowment accounts, and prepares quarter income distribution report. Maintains pledge payment system.

Maintains and assists in managing all property gifts to foundation.

Performs legal tasks including reviewing will and trust bequests to University, planning deferred gifts and taxes, and reviewing legal documents as they are involved with the Office of University Development.

Supervises, trains, and coordinates tasks for assigned support staff and/or student workers.

Fulfills the duties and responsibilities of the Executive Director in his/her absence.

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. Assists in directing, administering, and coordinating the activities of the department.

2. Advises and serves as department representative to donors, administration, and other constituents.

3. Prepares, analyzes, and presents various reports and financial statements related to the activities of donors and the department.

4. Coordinates and manages special projects for the department.
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 frequently required to sit; and use hands to finger, handle, or feel objects. The incumbent is occasionally required to stand; and walk.

Experience/Educational Requirements:

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

   AND

   Experience: Two (2) years of experience related to 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.

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The University of Mississippi is an EOE/AA/Minorities/Females/Net/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.