Definition of Class

This is a supervisory position in which the incumbent develops and implements public relations strategies and publications for University Development and the Foundation. This position will research and write proposals for prospective donors, create content and coordinate press releases, photos, and electronic/print newsletters publicizing private gifts as well as, prepare reports, brochures, campaign case statements, and the Foundation’s Annual Report of Philanthropy. The incumbent will report directly to the Senior Executive Director of University Development.

Examples of Work Performed
Develops, designs and prepares proposals for presentation to prospective donors. Writes follow-up letters after the proposal has been presented to the donor.

Writes follow-up letters for the Chancellor to send to donors/prospective donors.

Works with off-site printing companies to produce publications.

Meets with the Executive Director, Deans, Development Officers to develop strategies for donors.

Researches areas of need in the academic community to match a donor to the need.

Develops and implements strategies through a leadership team to identify donors.

Researches and writes press releases for major gift stories about donors, creates brochures, newsletters, campaign case statements, and an annual report.

Coordinates photo sessions with photographers and video production for stories about donors.

Supervises support staff for story assignments and edits copy.

Serves as a liaison to donors to develop relationships and recognize them for their private support.

Produces and disseminates stories, videos and other materials.

Prepares a forecast for annual budget needs and prepares reports.

Reconciles accounts and expenditures for the area of Communications in University Development.

Develops and implements policies for Communications in University Development.

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. Develops, designs and prepares proposals for presentation to prospective donors.

3. Prepares a forecast for annual budget needs and prepares reports.

4. Supervises support staff.

**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.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s degree Communications, Public Relations or related field 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.

**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.*