JOB DESCRIPTION

Development Officer IV

Definition of Class
This is a senior-level supervisory position in which the incumbent frequently exercises discretion and independent judgment in planning, coordinating, and directing the overall development activities for an assigned school/college in order to achieve annual goals. The incumbent identifies, cultivates, and solicits prospective financial donors; coordinates all direct mail activity for the school; and oversees special events for the school as it relates to development initiatives. Serves as a member of the Senior Development Team responsible for coordinating development efforts and strategic planning in order to achieve campaign goals. This position reports to the Associate Director for University Development.

Examples of Work Performed
Serves on Sr. Development Team to coordinate and implement development efforts and ongoing strategic planning.

Communicates regular productivity reports to the development leadership, officers and deans.

Creates and coordinates direct and electronic mail campaigns.

Personally solicits leadership annual gifts ($1,000-24,999) benefitting overarching campus programming (Ole Miss Fund, Chancellor’s Trust, Barnard Initiative, etc). Oversees any subordinate staff conducting face-to-face leadership annual giving solicitations.

Manages vendor operations related to the phonathon including contract negotiation, data analysis, strategic planning and budgetary operations.

Reviews and approves all solicitation letters, proposals, etc. to ensure consistency of the University message.

Reviews and approves all new brochures and other printed material created by development officers on behalf of their school or unit.

Works with all development personnel to discuss strategies and timelines for direct mail and online solicitations. Develops and distributes collective calendar to all fundraisers. Updates, incorporates changes, and assures timelines are met for the annual fund calendar.

Initiates and awards bids to internal departments and external vendors for mass mailing and e-mailing projects.

Reviews annual fund programs and analyzes related data for evaluation purposes.

Oversees student and young alumni giving program.

Coordinates a variety of special projects including Parent/Family, Faculty/Staff and Reunion campaigns and other constituent appeals.

Plans and makes projections on new goals/strategies to ensure an upward trend of private gifts for the Annual Fund Program.

Oversees Annual Fund stewardship program.
Solicits funds from individuals, corporations and/or agencies.

Supervises, trains, and coordinates the activities of subordinate staff.

Performs similar or related duties as assigned or required.

Note: It is recognized that many similar duties are inherent in all development classifications; however, authority and responsibilities rise with the required annual giving amount of each classification. A Development Officer IV is the fourth of five levels available to support giving and development for an assigned school/college.

**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, coordinates, and directs the overall development activities for assigned college/school.
2. Serves on the Senior Development Team to coordinate all development activity within the Office of Development.
3. Cultivates and solicits donations from individuals, foundations, corporations, and/or government agencies. Maintains diversified portfolio of potential and current donors.
4. Supervises subordinate development staff within assigned college/school.

**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:** There are no physical demands in this position.
- **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 development 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 to an agency 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.