Definition of Class
This is a professional position in which the incumbent serves as a key liaison to community partners, governmental agencies and donors, and is responsible for outreach program initiatives and generation of donor support and grant opportunities. The incumbent solicits prospective financial donors and cultivates relationships, identifies grant opportunities and submits grant proposals; plans, and implements and evaluates community outreach programs. This position reports to the Executive Director.

Examples of Work Performed
Researches and write grants to generate support for the work of the WWIRR.

Solicits funds from individuals, corporations, governmental agencies, and foundations.

Creates and coordinates communication related to appeals and stewardship.

Works alongside other staff members to coordinate and implement development efforts.

Develops and delivers outreach programming in communities to further the goals and initiatives of the WWIRR.

Facilitates public meetings and workshops in communities throughout Mississippi, surrounding areas, and the nation.

Furthers the work of racial reconciliation by reporting impact of WWIRR projects and programs.

Maintains relationships with stakeholders, including partners, government officials, supporters, and donors.

Attends community planning meetings and other meetings as required, serving as a key spokesperson for the WWIRR.

Provides stewardship on behalf of the WWIRR to major supporters, both foundations and individuals.

Coordinates a variety of special events and activities on behalf of the WWIRR.

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. Serve as a senior liaison to community partners, governmental agencies, supporters, and donors.

2. Identifies, cultivates and solicits donations and support from individuals, foundations, corporations, and government agencies.

3. Plans, implements, and evaluates outreach/community engagement programming.

4. Researches opportunities for grant participation, drafts and submits grant proposals.
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 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.