Definition of Class
This is a non-supervisory position in which the incumbent frequently exercises discretion and independent judgment while researching and identifying prospective donors, and soliciting contributions for the University from alumni and friends of the University.

Examples of Work Performed
Researches various media, including printed materials, electronic sources, as well as personal contacts, to locate prospective donors for the University.

Interprets and formats data collected on a donor or prospect into report forms for various fundraising groups.

Meets with fundraisers to explain what data or information is available on prospective donors for the University.

Researches, compiles, and edits information for the Foundation’s annual report.

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. Researches alumni and friends of the University to find prospective donors.
2. Gathers and compiles data into a clear and cohesive format for fundraisers to use.
3. Helps fundraisers interpret researched data.
4. Solicits donations from prospective donors by personal contact, phone conversations, and written correspondence.

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 10 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. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; and walk.

Experience/Educational Requirements:

Education:
Bachelor’s Degree from an accredited four-year college or university.

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/DEA 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.