Definition of Class
This is a non-supervisory position in which the incumbent identifies and cultivates prospective financial donors; advises individuals on issues associated with charitable giving; and maintains professional relationships with current and former donors. Incumbent works with assigned schools, colleges, etc. to develop programs and activities for raising private funds; also exercises discretion and independent judgment. Incumbent travels extensively in order to develop and maintain relationships with donors and potential donors.

Examples of Work Performed
Maintains communication with current donors through personal contact and written correspondence.

Advise individuals on the advantages and consequences of charitable giving.

Attends various alumni, civic, educational, and public functions to represent assigned department(s).

Plans and coordinates social events and meetings for the recruitment and retention of donors.

Maintains records and files on current donors, former donors, and prospective donors.

Updates and maintains donor files.

Compiles periodic reports for the Development Office, assigned schools and colleges, Vice Chancellors, Chancellor, etc.

Reviews and researches the Internal Revenue Code concerning applicable tax laws for charitable donations.

Travels overnight and on weekends to meet with donors and prospective donors.

Solicits funds from individuals, corporations and/or agencies.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

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. Oversees fund-raising programs and activities for assigned schools, colleges, etc.

2. Maintains contact with current donors; identifies and cultivates prospective donors.

3. Travels extensively and represents assigned department(s) at various social and professional functions.

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 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.

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.*