Definition of Class
This is a professional position responsible for the coordination of efforts to obtain private support from corporations and foundations, collaboration with development officers to identify corporation and foundation funding opportunities, development of proposal strategies, and cultivation of relationships and solicitation of private support. This position serves as a liaison to both the Office of Research and Sponsored Programs and Office of the Provost. The incumbent reports to the Senior Executive Director of Development.

Examples of Work Performed
Identifies and researches foundations and corporations whose giving goals are in line with University priorities and develops strategies for approaching these foundations and corporations for support.

Writes all proposals to be submitted for consideration of foundation and/or corporate gifts.

Assists development officers (including those at UMMC) in coordinating efforts to solicit private support from corporations and foundations, to prevent duplication of efforts and simultaneous approaches from various areas.

Partners with University departments to secure required financial data for proposal development.

Works in conjunction with the accountancy staff of the UM Foundation to compile financial statements for inclusion in proposal submissions and reports.

Acts as a liaison between the Office of Development and the Office of Research and Sponsored Programs and the Office of the Provost.

Assists in development of proposals requested by the Office of the Provost or Office of Research and Sponsored Programs.

Works with the Senior Executive Director of Development and the ORSP to prioritize approaches to corporations and foundations.

Represents the University Development Office at various social and professional functions.

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. Identifies corporate and foundation funding opportunities, develops proposal strategies and coordinates the cultivation and solicitation of private support.
2. Works with development officers to provide overall coordination of private support from corporations and foundations.


**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.

  AND

- **Experience:** Four (4) 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.