Definition of Class
This is a supervisory position in which the incumbent serves as office supervisor, fundraiser, financial manager, computer technician, and public relations officer. The incumbent exercises discretion and independent judgment. Incumbent reports to the Director of Development-Athletics. Incumbent assumes responsibility for office operations in the absence of the Director.

Examples of Work Performed
Employs mass marketing business communication skills toward a targeted donor base.

Originates correspondence to contributors, to include solicitations, pledge reminders, renewals and acknowledgment letters; manages the computer database that supports the correspondence initiative.

Markets the University’s Loyalty Foundation through development of giving levels, maintenance of World Wide Web pages, management of donor merchandising, maintenance of membership cards and member database, and development of solicitation brochures.

Develops fund-raising procedures to be employed by development associates and the incumbent, to include goal-setting, providing appropriate resources to support their efforts, and management of various campaign drives.

Coordinates public relations functions; makes solicitations for gifts through correspondence, telephone conversations, and personal contact; participates in special events and meetings to promote the Loyalty Foundation.

Manages financial affairs, to include budget preparation; approval of expenditures; maintaining internal controls, including asset management; preparation and presentation of financial statements; assisting an independent accounting firm with annual audits; and following Internal Revenue Service guidelines.

Functions as office manager for the work unit, to include personnel supervision; assignment of tasks; physical office configuration; purchasing of supplies and office equipment; and maintenance of a positive office atmosphere, indicative of the public relations mission.

Oversees computer hardware and software functions, including database administration, downloading operations, and letter merging; maintains hardware, including troubleshooting and first-line technician duties.

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. Assures fund-raising endeavors of the work unit meet objectives of the Director of Development-Athletics.
2. Creates, maintains and refines marketing tools designed to enhance Loyalty Foundation contributions.
3. Oversees mass marketing correspondence initiatives.
4. Responsible for the fiscal management of the work unit.

5. Oversees office operations, to include computer and database management.

**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 50 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 use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. The incumbent periodically is required to sit. The incumbent is occasionally required to stand and walk.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s degree from an accredited 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.

Rev. 04/01/2015

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