Definition of Class
This is a professional position in which the incumbent frequently exercises discretion and independent judgment in planning, coordinating, and directing the overall development activities for the department. The incumbent identifies, cultivates, and solicits prospective financial donors; coordinates all direct mail activity; and oversees special events for the department as it relates to development initiatives. This position works with the Executive Director to develop short and long term initiatives and strategic planning in order to achieve campaign goals.

Examples of Work Performed
Works with the Executive Director and the department to coordinate and implement development efforts and ongoing strategic planning.

Communicates regular productivity reports to the development leadership, officers and deans.

Creates and coordinates direct and electronic mail campaigns.

Manages vendor operations related to the phonathon including contract negotiation, data analysis, strategic planning and budgetary operations.

Reviews and approves all solicitation letters, proposals, etc. to ensure consistency of the University message.

Reviews and approves all new brochures and other printed material created by development officers on behalf of their school or unit.

Works with all development personnel to discuss strategies and timelines for direct mail and online solicitations. Develops and distributes collective calendar to all fundraisers. Updates, incorporates changes, and assures timelines are met for the annual fund calendar.

Creates and maintains an investment prospectus.

Initiates and awards bids to internal departments and external vendors for mass mailing and e-mailing projects.

Reviews annual fund programs and analyzes related data for evaluation purposes.

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

Researches and writes grants.

Plans and makes projections on new goals/strategies to ensure an upward trend of private gifts.

Solicits funds from individuals, corporations and/or agencies.

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. Plans, coordinates, and directs the overall development activities.
2. Works with the Executive Director to develop short and long term initiatives and strategic planning.
3. Cultivates and solicits donations from individuals, foundations, corporations, and/or government agencies. Maintains diversified portfolio of potential and current donors.
4. Researches and writes grants.

**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 EOEA/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.*