**JOB DESCRIPTION**

**Development Officer II**

**Definition of Class**
This is a professional 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 is responsible for planning, executing, and administering the major gifts program for the assigned college(s)/school(s) and frequently exercises discretion and independent judgment when making decisions. Assists the Dean with overall fund-raising and marketing efforts. Incumbent travels extensively in order to develop and maintain relationships with donors and potential donors.

**Examples of Work Performed**
Cultivates and solicits donations from individuals, foundations, corporations, and government agencies.

Develops and coordinates the volunteer structure for fund-raising.

Works closely with the annual fund campaign.

Plans and executes special events related to the major gifts program.

Plans and oversees the development of publications for the major gifts program.

Supports overall fund-raising and marketing efforts.

Represents the college/school at events, meetings, and outreach activities.

Solicits funds from individuals, corporations and/or agencies.

Assists the Dean with projects as required.

Performs related or similar duties as required or assigned.

**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, executes, and administers the major gifts program for the assigned college(s)/school(s).

2. Cultivates and solicits donations from individuals, foundations, corporations, and government agencies.

**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:
Two (2) 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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