



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 07/17  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Development Officer II – Prospect Strategies & Sponsorship

### ***JOB SUMMARY***

Reporting to the Associate Vice President for Development, the primary purpose of this position is designing, implementing and coordinating a development plan for an assigned pool of donors and potential donors. The Development Officer II will help to identify, qualify, cultivate and solicit support from individuals, alumni, parents, friends, faculty/staff, foundations, corporations and others to fund immediate and long-term goals of the university. This position acts as a representative and ambassador to promote positive relationships and strong partnerships for the benefit of the university. The incumbent must build relationships with alumni, donors, business leaders and other stakeholders in order to build strong institutional affinity in support of charitable gifts for the University. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Associate Vice President for Development

*Supervises:* No supervisory responsibilities.

### ***ESSENTIAL DUTIES - May include, but not limited to the following:***

- Actively manages a portfolio of 125 to 200 assigned prospects and donors for cultivation, solicitation, and stewardship.
- Proactively seeks and/or facilitates opportunities to generate new proposals based on donor interests and institutional priorities.
- Solicits and/or facilitates and documents major gifts of \$25,000 or more with an emphasis on gifts at the six- and seven-figure range designated for endowment, capital or program needs with an annual goal of raising a minimum of 1 million in new commitments.

- Writes proposals for solicitation of own prospects and provide assistance in the preparation of other proposals.
- Participations in all aspects of the gift cycle: (1) initiates contacts with potential donors; (2) develops cultivation strategies for them, including working with volunteers; (3) moves potential donors and in an appropriate and timely manner toward solicitation and closure.
- Sustains positive and mutually-rewarding relations between the University and its donors.
- Engages members of the university community to deliver best strategies for effective stewardship of donors.
- Maintains on-going and active networking with internal and external constituencies.
- Manages special projects as it relates to donor cultivation and stewardship and prospecting.
- Develops and achieves fundraising goals, annual plans and long-term objectives for assigned portfolio within budget in coordination with Advancement Division leadership.
- Collaborates with Alumni Relations to identify prospects and implement engagement activities.
- Participates in special projects and other duties as assigned.

***ADDITIONAL DUTIES***

- Performs other duties as requested.

***EDUCATION***

Bachelor's degree required. Master's preferred.

***EXPERIENCE***

Five years of successful experience in major or planned gift fundraising preferably in higher education.

***REQUIREMENT***

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES** - *The following are essential:*

- Ability to understand the needs and interests of leadership and major gift donors in order to develop relationships between them and the college.
- Ability to articulate the case for support so that individuals embrace the institutions goals.
- Interest in all aspects of education and a dedication to promoting the college's fundraising priorities through developing excellent relationships with faculty, senior academic leaders, trustees, volunteers, and the advancement office team.
- Demonstrated leadership and the ability to successfully manage multi-functional or diverse areas.
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies.
- Must have excellent interpersonal skills and a demonstrated record of completing assignments.
- Must be willing to travel.
- Ability to work independently and as a part of a collaborative team.
- Must be able to work in a fast-paced office environment.
- Knowledge of computer technology and software programs and their application to information management.
- Ability to develop and maintain effective work relationships.
- Ability to communicate effectively, both orally and in writing.
- Ability to travel to business related events in and out of state.
- Ability to use a personal computer and other office equipment, including related university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. Ability to travel to business related events in and out of state.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.***

***All positions at Texas Woman’s University are deemed security sensitive requiring background checks.***