



TEXAS WOMAN'S
UNIVERSITY™

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

JOB DESCRIPTION

TITLE

Development Associate

JOB SUMMARY

This position is responsible for serving in a support role for fundraising activities. Duties include event planning and coordination, specialized program coordination, stewardship, prospect research and briefings. This position will directly assist the Vice President for University Advancement with developing fundraising programs, events, meetings and strategies, and reporting on development activities and status of projects. Position may also serve as an external fundraiser responsible for cultivation and solicitation of leadership annual gifts. Duties and tasks are frequently non-routine. Work is performed under general supervision and performance that is based upon the completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Vice President for University Advancement

Supervises: May supervise student assistants

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

- Provides support to the Vice President for University Advancement.
- Participates in prospect research, donor cultivation, proposal development, and campaign planning, briefings, implementation and evaluation.
- Responsible for coordinating volunteers.
- Works with alumni and friends of TWU to cultivate relationships to recruit donors and volunteers.
- Serves as a liaison with the Office of Marketing and Communication staff to promote consistent messaging.
- Assists with coordination of special agency events.
- Assists with event logistics for University Advancement events.

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- Assists in the production of departmental mailings, including direct mail campaigns and event invitations.
- Assists with special stewardship projects including: follow up letters after VIP events, holiday card mailings, invitations to special events, personal calls to donors, etc.
- Timely administration of donor acknowledgement letters for the Associate Vice President of Development.
- Participates as an active member of the Advancement Team.
- Facilitates the development of relationships with funders through presentations, personal meetings, regular communications, or arranging for meetings with advancement management and/or programmatic staff.
- Completes special projects.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree required.

EXPERIENCE

Two years of development experience with a proven record of development success and a knowledge of fundraising techniques, processes, and technological support systems.

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:

- 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 communicate orally, both in person and by telephone.
- Ability to travel to business related events.
- Ability to distinguish the nature of objects by using the eye.
- Ability to perform data entry, file, sit and sort while performing essential functions.
- Ability to work indoors as well as outdoors when necessary.

- 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.

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.

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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.