



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 02/10
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Development Officer- Student Life

JOB SUMMARY

This position serves as a professional fundraising and advancement officer for the Division of Student Life. Duties include serving as a liaison between the University and donor groups, and assisting in related activities within the Division including athletics fundraising. The Development Office works as a member of the TWU Institutional Development team and will be located within that office while reporting to the Associate Vice President for Student Life. 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 Student Life

Supervises: No supervisory responsibilities

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

- Implements and assists in the design of development plans and strategies in accordance with the Student Life vision and mission.
- Serves as a contact for Student Life personnel regarding fundraising policies and procedures. Assists in planning and execution of special events and participates in and coordinates fundraising programs.
- Prepares and submits grant proposals to corporations and foundations to seek funding for Student Life initiatives including scholarships.
- Raises private, corporate and government funds to support the TWU scholarship programs including athletics scholarships.
- Serves as an ambassador for Texas Woman's University and its programs, communicating the mission and goals to alumni, friends, and industry leaders.
- Relays pertinent information back to appropriate Texas Woman's University administrators.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree required. Master's preferred.

EXPERIENCE

Minimum five years experience in fundraising (knowledge or experience with higher education fundraising preferred).

REQUIREMENTS

Must have a valid Texas driver's license with good driving record.

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:

- Working knowledge of the development field.
- Experience related to higher education, Student Development and/or athletics desirable. Exceptional communication skills – written, verbal, and interpersonal. Knowledge of accepted business practices and procedures.
- Ability to establish and maintain cordial, productive, and professional working relationships with internal and external contacts.
- Ability to manage time, personnel, financial, and physical resources effectively. Knowledge of personal computer-based software (i.e., word processing and spreadsheet applications) preferably Blackbaud Raiser's Edge.
- Provides management for assigned projects. Solicits or facilitates the presentation of gift proposals to major prospects annually with a focus on approved priorities.
- Knowledge of current fundraising practices, resources and policies.
- Effective manager who initiates work independently to complete projects and solve problems by setting priorities for self and staff and exhibits effective decision-making.
- Uses available staff, time, funds, and other resources to accomplish development goals. Demonstrate strong interpersonal skills, team-oriented behavior, professional and management competences, and the Texas Woman's University philosophy of excellence and service.
- Ability to attend evening and weekend activities.
- Ability to travel frequently.

- 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 frequently. Ability to attend evening and weekend activities. Ability to attend evening and weekend activities.

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.