



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 11/10
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Senior Development Officer- Student Life

JOB SUMMARY

This position is responsible for working closely with the Vice President for Student Life, Associate Vice President of Student Life, Dean of Students, and Student Life Directors in securing restricted and unrestricted cash and in-kind gifts from donor and prospect individuals, corporations and foundations to support the University priorities. Plans, coordinates and manages possible funding opportunities for Student Life. Additional responsibilities include participating in University-wide development efforts and managing a portfolio of individual donor/prospects. Work is performed under minimal supervision and performance is based on the effective 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 Student Life

Supervises: Development Officers for Student Life, Clerical Staff and Student Employees.

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

- Solicits donations from individuals, foundations, corporations, and government funding sources.
- Oversees Student Life Development Office including Budget and Strategic Planning.
- Supervises Student Life Development Office.
- Coordinates department activities with Student Life Division and Institutional Development.
- Conducts research to identify new funding sources.
- Completes funding reports to donors.
- Stewards current donors.
- Coordinates fund-raising activities with other Development Officers.
- Completes internal record-keeping and processing.

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- Advises Student Organizations on TWU fund-raising policies and procedures.
- Implements special fund-raising events.
- Plans, coordinates and manages possible funding opportunities for the Division of Student Life.
- Performs soliciting and stewarding gifts for the University.
- Manages a portfolio of individual donors and prospects.
- Manages the paperwork on in-kind gifts.
- Provides support to other fund raising components.
- Some travel required, primarily in Texas.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree or above in related field required.

EXPERIENCE

Minimum of eight years donor-centered fund raising experience with verifiable success in fundraising campaigns.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization from the university.

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 modern development and fund raising practices, methods, resources and regulations thereof.
- Experience with leading a development department budget oversight and supervision of employees.
- Ability to establish and maintain effective work relationships with other employees and the public.
- Ability to collaborate with a wide variety of people.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.

- Ability to effectively communicate orally and in writing.
- Ability to communicate orally, both in person and by telephone.
- Ability to travel to events on business-related matters.

- 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: _____

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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.