



**DATE ISSUED:** 02/19

**FLSA:** Exempt

**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Director of Development College of Arts & Sciences

### **JOB SUMMARY**

The Director of Development for the College of Arts & Sciences will be a member of the Dean's leadership team and will report jointly to the Assistant Vice President of University Advancement and to the Dean of the College of Arts & Sciences. He or she will build a successful annual and major gift program within the College of Arts & Sciences, expand the school's donor base and develop a strong alumni community. The new director will provide leadership for a major comprehensive campaign on behalf of the College of Arts & Sciences that will be integrated within a university-wide campaign initiative grounded in the TWU Strategic Plan, *Learn to Thrive*. Work is performed independently under limited supervision and performance evaluation is based upon the results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

**Reports to:** AVP, University Advancement and Dean, College of Arts & Sciences

**Supervises:** No supervisory responsibilities

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

- Manages a dynamic pool of major gift prospects for the College of Arts & Sciences.
- Identifies, cultivates, solicits and stewards gifts from the College of Arts & Sciences alumni and friends through 15-18 personal visits per month.
- Coordinates cultivation and stewardship activities and events for donors and the College.
- Establishes and cultivates internal and external partnerships to fund initiatives benefitting the University and its partners.
- Must meet/exceed annual fundraising goals for the College of Arts & Sciences
- Establishes a strong partnership with the Dean, academic leaders, and faculty of the College.

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- Develops priorities and philanthropic strategies to support the College of Arts & Sciences and *Learn to Thrive*.
- Actively engages with the Dean and faculty in cultivation, solicitation and stewardship efforts.
- Serves as the primary liaison between the College of Arts & Sciences and University Advancement.

### **ADDITIONAL DUTIES**

- Performs other duties as requested.

### **EDUCATION**

Bachelor's degree in a related field is required. Master's degree strongly preferred.

### **EXPERIENCE**

Five years of successful progressively responsible experience in higher education, government relations, enrollment management and/or fundraising preferred.

### **REQUIREMENT**

Regular and reliable attendance at the University during regularly scheduled days and work hours is an essential function of this position. Must be willing to travel and work weekends/evenings as necessary.

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

- Demonstrated success in a university advancement setting and/or fundraising experience for Arts & Sciences related programs is preferred.
- Strong interpersonal skills, oral and written communication skills are required.
- Demonstrated ability to cultivate and steward relationships benefitting a college or university.
- Ability to develop and implement effective and efficient donor stewardship practices.
- Ability to analyze data, monitor budgets and develop successful plans necessary.
- Ability to work in a fast-paced environment and handle multiple projects simultaneously; attention to detail and deadlines.
- 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. The employee must have the ability to work weekends/evenings as necessary.

**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:** \_\_\_\_\_

**Printed Employee 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,***

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***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.***