



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 02/18  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Development Officer I – Corporate Relations

### ***JOB SUMMARY***

The Development Officer I provides leadership in cultivating relationships with potential corporate donors capable of significant support of the University's mission and strategic goals. The overall goal of Corporate Relations is to raise funds for operations, scholarships and other areas of identified need within the University by cultivating, managing, soliciting, and stewarding corporate donors. The Development Officer I will manage and deliver all aspects of Texas Woman's University's corporate giving initiatives, as well as stewardship and renewal activities related to corporate gifts, with the goal of expanding the portfolio of corporate supporters. He/she is responsible for related data management, research, fundraising tactics, and stewardship, and will strategically and proactively work with partners within University Advancement and across the university to implement best practices and new programs to help broaden the donor base and deepen relationships with corporate donors. 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:* Executive Director, Strategic Initiatives and Philanthropic Partnerships

*Supervises:* No supervisory responsibility

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

- Cultivate relationships with potential corporate donors capable of significant support of the University's mission and strategic goals.
- Manage a portfolio of corporate donors and prospects.
- Develop and deliver funding proposals in collaboration with applicable campus stakeholders (e.g., deans, department chairs, and faculty).
- Coordinate campus stakeholder visits with current and potential corporate supporters.
- Research potential corporate donors.

- Maintain timely and accurate record of activities in the advancement CRM system.

### **ADDITIONAL DUTIES**

- Performs other duties as requested.

### **EDUCATION**

Bachelor's degree required

### **EXPERIENCE**

Three years of corporate and/or sales experience. Experience with program development and administration with a focus on marketing, customer retention and loyalty. Familiarity with higher education; occasional evening and weekend work may be required as job duties demand.

### **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 utilize databases and MS Office programs Word and Excel.
- Skilled in managing and organizing work and time.
- Strong analytical and writing skills.
- Must respect confidentiality while handling sensitive personal and financial information.
- 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.

**WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

**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.***