TEXAS STATE UNIVERSITY

The rising STAR *of Texas*

Assistant Vice President, Development

Job Code 50011320

General Description

The Assistant Vice President for Development manages all university private fundraising activities and the staff associated with those activities.

Examples of Duties

Develop and implement a plan of actions for major gifts to the university.
Manage all direct line University fundraising staff.
Develop and implement strategic plans to conduct a capital campaign.
Identify research and develop plans of actions for all Presidential prospects.
These prospects have the capacity to make gifts of $500K or greater.

Knowledge, Skills, and Abilities

Knowledge of: Professional code fundraising, CASE standards; planning and operating major campaigns and/or a capital campaign; recording and developing income reports.

Skill in: Drafting memorandums of understanding, creating proposals, drafting solicitation correspondence to donors and responding to donor's requests; establishing contact, cultivating and soliciting prospective donors. Communicating the development plan to the President, UA Division, Deans and development officers; problem solving and decision making.

Ability to: Understand legal documents, memorandums and strategic plans; determine fundraising goals by department, school or college and at the university level; calculate and reviewing gift payouts.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements