

Development Officer

Job Code 00001510

General Description

Responsible for soliciting funds for the University from corporations, alumni, and friends of the University.

Examples of Duties

Identify, cultivate, and solicit financial gifts for the university from Alumni, friends and corporations.

Identify prospects and develop prospect profiles of potential major donors to the university's Capital Campaign.

Obtain correct information and data on alumni for tracking and cultivation.

Divide the state into sections, by city and county, for cultivating prospects and alumni.

Prepare and provide presentations to alumni, corporate, and donor groups.

Provide information on giving and partnership opportunities with informed donor groups. Extract timely and accurate reports on annual giving from Millennium.

Monitor and evaluate IDC, on-site fundraising consultants, for the phone/mail program. Develop plan for annual fund campaign.

May serve as a member of the University Advancement development team.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: fund-raising techniques and strategies beyond the basics of annual giving to solicit donors; prospect identification; principles of cultivation; proposals, acknowledgement, and stewardship; IRS policies governing charitable giving; Texas State related fundraising activities/organizations; donor motivations; salesmanship and motivational techniques; donor management Database-Millennium; Texas State structure.

Skill in: working as a team member; establishing rapport with a variety of clients; interacting courteously with alumni, friends, and corporations; organizing, motivating, and inspiring volunteers; identifying and contacting prospective donors; public relations; soliciting and inspiring donors; negotiating; problem solving and decision making; giving presentations.

Ability to: interpret university policy and procedures; prepare reports, letters, and proposals regarding department workload; perform intermediate math; prepare budgets and statistical reports; present fundraising information to various constituencies; work with volunteers; match donor interests with the needs of the University and determine the appropriateness and timing of submitting proposals; understand prospect research.

Educational Experience

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