



## **JOB DESCRIPTION**

**POSITION TITLE:** Development Officer

**SUPERVISOR:** Executive Vice President

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In conjunction with the Business office, performs daily functions regarding reconciliation of record management. Works with the Executive Vice President (EVP) to maintain and expand contributions and donor relations.

### **DUTIES AND RESPONSIBILITIES**

- Cultivates and maintains donor relations.
  - Prepares and sends monthly newsletter.
  - Prepares and sends reminders, receipts, and thank-you's.
    - Works with students to prepare student biographies and thank-you's for scholarship donors. Biographies and thank-you's are to be sent within the first month of the semester.
  - Makes follow-up phone calls.
- Cultivates and maintains alumni relations.
  - Serves as the Urshan liaison to the Urshan-Gateway Alumni Association (UGAA) and the UGST Alumni Association.
- Prepares and records daily donation deposits. Reconciles monthly with the business office.
- Applies for eligible grants and external funding.
- Participates in special projects and other duties as assigned.
- Collaborates with the Office of Marketing and Events on development-related projects.
- Serves on the Scholarship Committee.
- Supervises a Development Office intern.

### **KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS**

- Knowledge of development/fundraising concepts and appropriate solicitation techniques
- Strong interpersonal/human relations skills
- Strong verbal and professional written communication skills
- Marketing and presentation skills
- Project management skills
- Ability to interact with diplomacy and tact amid influential clients and diverse groups
- Ability to maintain relationships with significant and influential individuals
- Ability to solicit gifts
- Ability to adapt and respond to various situations

- Ability to maintain high level of confidentiality
- Knowledge of business, budget, and financial processes and practices
- Knowledge of financial guidelines and terminology
- Planning/Organizational skills
- Research and analytical skills
- Proficiency in use of personal computer software and databases
- Ability to analyze and interpret reports, documents, and statistical data
- Ability to function independently, with appropriate initiative, creativity, and attention to detail
- Ability to exercise sound judgment in complex situations

### **MINIMUM QUALIFICATIONS**

Education and experience equivalent to a Master's degree in business or non-profit.