**Development Officer I Standard Job Description**

**Classification Title:** Development Officer I

**FLSA Exemption Status:**Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Development Officer I, under general supervision, creates plans and administers programs and activities to solicit gifts from donors to include personal solicitations, telemarketing and mail. Works closely with the Director, Board leaders, and other staff to prepare and coordinate the annual development program to meet the financial goals of the organization.

**Essential Duties and Tasks:**

**40% Fundraising and Donor Relations**

* Solicits prospects for gifts and sponsorships from annual giving societies.
* Maintains positive relationships and provides stewardship for gifts.
* Works with the Director and campus constituencies to assist with campus fundraising.

**20% Alumni Engagement**

* Coordinates alumni engagement process.
* Attends events off campus.

**10% Communications and Marketing**

* Plans and implements multiple direct mail and email appeals periodically.
* Develops and maintains an online giving program.
* Initiates social network initiatives.

**10% Administrative Planning and Reporting**

* Prepares annual work plans.
* Creates procedures and policies.
* Provides written information.
* Generates reports as requested.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* No prior experience required.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of database and spreadsheet applications.
* Ability to work in an environment of constant demands and frequent interruptions.
* Ability to maintain confidentiality at all times.

**Additional Information:**

**Machines and Equipment:**

* Telephone
* Computer

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**