**Development Officer II Standard Job Description**

**Classification Title:** Development Officer II

**FLSA Exemption Status:**Exempt

**Pay Grade:** 10

**Job Description Summary:**

The Development Officer II, under direction, is responsible for identification and personal solicitation of prospective donors. Develops and maintains an online giving program and social network. 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 Coordination**

* Coordinates and manages all aspects of telemarketing campaigns.
* Solicits prospects for gifts and sponsorships for annual giving societies.
* Assists with campus fundraising initiatives by working with staff and various constituencies.
* Develops and implements a comprehensive annual appeals program.

**20% Program Development**

* Assists in establishing goals and objectives for fundraising and giving programs.
* Assists in developing guidelines, procedures, and rules for fundraising activities.
* Develops and maintains an online giving program and social network initiative.
* Works directly with staff to develop accessible and engaging content and design.

**20% Relationship Building**

* Assists with alumni engagement processes, including attending events off-campus.
* Recruits, trains, and oversees interns and student workers.
* Collaborates closely with service operations to interface with applications for payments and donations.

**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:**

* Two years of related experience.

**Required Licenses and Certifications:**

* None

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

* Knowledge of database and spreadsheet applications and basic web design.
* Strong written and communication skills along with having strong organizational, analytical and planning skills.
* Ability to multitask and work cooperatively with others.
* 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**