**Development Officer III Standard Job Description**

**Classification Title:** Development Officer III

**FLSA Exemption Status:**Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Development Officer III, under direction, is responsible for identification and personal solicitation of prospective donors. Develops, coordinates, and maintains comprehensive fundraising programs which includes grant writing for fund raising events. 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:**

**30% Donor and Alumni Stewardship**

* Coordinates stewardship strategies to strengthen relationships with donors and alumni.
* Maintains donor records and oversees gift tracking systems.
* Assists in developing stewardship plans and personalized donor recognition items.
* Prepares donor agreements and ensures timely acknowledgment of gifts.
* Supports donor-related events including luncheons, receptions, and naming ceremonies.

**20% Alumni Engagement and Communication**

* Develops alumni programs and engagement initiatives to connect alumni with the college.
* Coordinates newsletters, social media updates, and promotional materials for alumni.
* Builds and maintains alumni contact databases.
* Organizes recognition activities, special projects, and regional alumni events.
* Plans and implements alumni chapters and communication outside the Dean's office.

**10% Event Coordination**

* Develops, plans, and oversees logistics for special events on-campus and off-campus.
* Coordinates event itineraries, agendas, and recognition pieces.
* Manages arrangements for speakers and attendees, including event protocols.
* Collaborates on marketing materials for events with communication teams.

**10% Membership and Volunteer Management**

* Recruits and trains members, including advisory boards or volunteer groups.
* Manages membership renewals and coordinates volunteer initiatives.
* Serves as liaison between departments and volunteers to enhance engagement.

**10% Administrative Support**

* Provides administrative support for alumni, donors, and development offices.
* Prepares financial and expenditure reports for institutional accounts.
* Supervises student interns and manages internship opportunities within the office.
* Collaborates with staff to implement strategies and processes.

**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:**

* Four 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**