**Development Officer IV Standard Job Description**

**Classification Title:** Development Officer IV

**FLSA Exemption Status:**Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Development Officer IV, 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:**

**40% Fundraising and Donor Relations**

* Coordinates development relations activities to ensure donor engagement and support.
* Solicits prospects for gifts and sponsorships from annual giving societies.
* Identifies and cultivates new donor prospects to enhance funding opportunities.
* Creates proposals, gift agreements, and manages donor acknowledgements.
* Manages and performs stewardship activities through phone calls, correspondence, and visits.
* Develops and evaluates giving trends to provide data for staff.
* Coordinates donor visits and cultivation events to align with their interests.
* Maintains donor-related public relations through campus events and updates.
* Hosts donors at events to foster relationships and demonstrate impact.

**20% Program Development and Management**

* Develops guidelines, procedures, and rules for achieving development objectives.
* Establishes goals and priorities for continual giving initiatives.
* Manages programs focusing on continuous process improvement for development operations.
* Coordinates special events, receptions, and meetings to support development functions.
* Oversees development office files, gift agreements, and account forms to ensure accuracy.
* Maintains financial reports and reconciles accounts within the Accounting System.
* Creates and maintains fundraising web site and database systems.
* Provides leadership to ensure operational goals of development office are met.

**20% Administrative Leadership**

* Supervises and trains staff and student workers to support development activities.
* Hires, evaluates, coaches, and processes timesheets for team members.
* Directs work and guides assistants to maintain efficient operations.
* Troubleshoots and resolves development office needs and issues.

**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:**

* Five 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**