Development Associate III (0361)

**Basic Purpose/Job Function:** Leads Development initiatives for a program or college and independently cultivates, solicits, and stewards donors within the general parameters of overall giving policies and plans.

**Examples of Titles Replaced:** Development Officer; College Development Director; Director, Planned Giving; Coordinator, Athletic Development

**Typical Functions May Include:**

1) Leading a Central Development program or serving as the leader for a College Development department

2) Working with a defined group of prospects in all the aspects of a Development cycle, including identification, cultivation, and stewardship

3) Soliciting and securing private gifts from individuals, corporations and foundations, with an emphasis on major gifts, principal gifts and planned gifts

4) Working with college and institutional leaders in setting fund-raising priorities for the College and working with faculty members and others to creatively connect institutional needs with emerging opportunities for support from corporate and individual donors

5) Responsible for establishing specific and long-range Development goals

6) Working with members of the College, School, or program’s Board of Visitors

7) Implementing, maintaining, and assessing broad-based cultivation and stewardship efforts, which may include publications, mailings, special events, and campus tours

8) Working with confidential donor information, documenting donor interactions and solicitations in the institutional prospect management system, and helping to keep donor information updated

9) Providing interpretation regarding policies and procedures associated with Development activities

10) Working with legal documents, including donor agreements and planned giving vehicles

11) Developing and managing budgets for fundraising activities

12) Developing and managing an individual business travel schedule within the constraints of University budgets and policies

13) Supervising and training staff and/or students engaged in support activities

14) Performing other related duties as assigned
Development Associate III (0361)

Risk Management: Uses established safety practices to protect the health and safety of personnel and property.

Supervision of Others: May supervise Development Associates I or II employees, as well as students or other employees in the area of alumni relations, communications and Development.

Supervision Received: Receives general supervision from designated supervisor.

Minimum Qualifications:

- **Education**: Bachelor’s Degree
  - **Type**: Determined by department
- **Experience**: 60 months
  - **Type**: Fund-raising, sales, gift planning, public relations and/or marketing
- **Skills**: Effective oral and written communication, familiarity with computers, knowledge of computer software, ability to work independently and good organizational skills, demonstrated ability to solicit gifts in person.
- **Special Requirements**: Frequent exposure to pressure caused by deadlines and busy periods; may be required to travel; ability to work effectively with a wide range of constituencies in a diverse community
- **Licenses**: Valid driver’s license
- **Certifications**: Determined by the nature of the position and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.