

Spec. Code: 4546  
Occ. Area: 03  
Work Area: 215  
Prom. Line: None  
Prob. Period: 6 months  
Effective Date: 02/15/05

## **DEVELOPMENT OFFICER**

### Function of Job

Responsible for raising funds through the development and implementation of fundraising campaigns which target alumni, corporations, private donors, trusts, foundations and other interested persons.

### Characteristic Duties and Responsibilities

1. organizes, directs and implements fundraising campaigns
2. completes or directs the completion of solicitation letters, letters of gratitude, and personally communicates with individuals and groups
3. promotes activities of parent groups, businessmen, and other interested persons
4. works with campus offices, such as Alumni Office, and with individual faculty and staff members, to assist in funds solicitation
5. supervises personnel and/or volunteers as assigned, recruits individuals to assist in funds solicitation
6. performs other related duties as assigned

### Minimum Acceptable Qualifications

#### **CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. One or an acceptable combination of:
  - a. Bachelor's Degree or higher, with a major in public relations, communications or closely related field

**AND**

one year of professional fundraising work experience with responsibility for developing and implementing fundraising campaigns

**OR**

- b. Four years of professional fundraising work experience with responsibility for developing and implementing fundraising campaigns

#### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Excellent communication and interpersonal skills, with the ability to work effectively with the public, alumni, university staff and multiple audiences
2. Knowledge of fundraising procedures and protocols
3. Proficiency in computer skills
4. Ability to organize and lead personnel and volunteers to actively solicit funds from alumni and other interested persons