

Class Code:..... 0862  
Position #: (PSA)..... .  
Developed by:.....SG  
Reviewed by:..... PW  
Approved by:.....  
Date:.....9/95; 3/00

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Senior Development Officer  
**DIVISION:** Development Office  
**REPORTS TO:** Director, Development  
**GRADE:** 14  
**SUPERVISES:** Professional, technical and clerical support staff

**BASIC FUNCTION:**

Within the context of a university-wide, centrally-coordinated development organization, plan, organize, and implement a vital, college-based, comprehensive major gift program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Plan, organize, and implement a comprehensive major gifts' program.

Develop and cultivate effective relationships with donors and donor prospects and solicit through personal contacts.

Conduct donor prospect identification and research by using available resources including the University Advancement Information System, research library and other appropriate sources of information; match donor interests to identified funding priorities.

Assist in the maintenance of donor records relating to fund-raising programs.

Organize and implement volunteer recruiting and training; provide staff support, leadership and overall direction to volunteer committee(s) that seeks major gifts.

Write letters of gift acknowledgment and provide other appropriate donor perquisites; coordinate with the University's overall donor recognition and stewardship program.

Assist in providing content for fund-raising promotional materials.

In cooperation with other university advancement staff, provide information that will effectively promote the accomplishments of fund-raising to the University community, donors, and the general public.

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Prepare regular, comparative giving and related reports for appropriate administration and staff members, volunteer boards and committees.

Assess periodically the effectiveness of components of the fund-raising program and recommend improvements.

Prepare and be responsible for a yearly budget, and annual plan and a long-range plan.

### **OTHER DUTIES AND RESPONSIBILITIES:**

Coordinate related budgeting, planning, programs, mailings, and other related activities.

Develop effective working relationships with the University administration, faculty and staff, development colleagues and volunteer leadership, and major donor prospects.

Participate in regularly scheduled Development staff meetings and activities.

As required, perform additional duties when assigned.

### **LICENSES, TOOLS AND EQUIPMENT:**

Personal computers and printers; word processing, database management and spreadsheet software.

### **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

### **QUALIFICATIONS:**

Bachelor's degree required; master's degree preferred. Minimum of three years of experience in higher education, other educational or non-profit fundraising required. Sales, public relations, direct mail, phone and mail, phonathons, major gift, capital campaign experience and computer data management skills preferred. Must possess proven verbal and written communication skills and work well with senior level staff, major donor prospects and volunteers. Must be energetic, personable, organized and capable of handling a variety of tasks and programs simultaneously. This position requires that the incumbent be able to organize, coordinate and supervise support staff and be able to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to others. Must possess strong interpersonal skills and be able to prepare and deliver oral presentations.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**