

JOB INFORMATION

Effective Date	1/17/2023
Job Code:	2299
Job Title:	Sr. Development Officer
Salary Grade/Structure:	070 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Development
Job Family:	Alumni Engagement
Job Summary	<p>The Senior Development Officer – Academic Programs will play a key role in working with the Provost and Deans to provide direction to University Advancement in connecting academic needs with prospects that need cultivating, ready to make a gift or provide financial support to the academic mission and enable the University of Houston-Clear Lake to achieve its mission and goals. The incumbent will assist the Vice President of University Advancement in implementing a strategic fundraising plan per the fundraising priorities set by the university’s senior leadership and academic leadership. The Academic Programs incumbent will build, sustain and manage a portfolio of donor prospects, including annual, major, and planned gifts. The focus of this position will be working with Deans and Department Chairs, and in consultation with the Provost to develop prospects for academic priorities through the identification, cultivation, solicitation, and stewardship of donor prospects in support of the University's Academic Funding opportunities. The incumbent will work collaboratively with faculty, staff and volunteer advisory boards, and other volunteers as appropriate. The Academic Programs incumbent will guide the Provost, Deans, programs, and/or units on major gifts and other development and fundraising-related issues. The incumbent must be able to maintain a professional demeanor and be a committed team player. The incumbent will be called upon to participate in University-wide development activities and perform other job-related duties as needed.</p>

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	Bachelor's degree from a college or university.	Required	
Bachelor's Degree	Degree in Communications, Marketing, Psychology, Social Science, or a related field	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Five years of experience in development, advancement and/or fundraising.	Required	
Less than 3 yrs	Demonstrated fundraising success in a higher education setting.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Ability to work with a diverse donor base including the ability to create relationships and use initiative to engage donors and match their passions to current university objectives. 	Skilled
<ul style="list-style-type: none"> Ability to work independently as well as within a team. Must have a strong work ethic and excellent interpersonal skills. 	Skilled
<ul style="list-style-type: none"> Ability to prioritize work, meet deadlines and maintain confidentiality. 	Skilled
<ul style="list-style-type: none"> Clear, precise and effective oral and written communication skills with attention to detail 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Identifies, cultivates and solicits prospects; writes proposals, works with academic leaders across the Colleges at UHCL. 	35%
<ul style="list-style-type: none"> Manages a portfolio of prospects with a giving capacity of \$25,000 to \$500,000. 	30%
<ul style="list-style-type: none"> Attends and participates in university development activities on and off campus as needed. 	15%
<ul style="list-style-type: none"> Serves as Advancement liaison and point of contact for Provost and Deans regarding Academic programs and fund raising needs and advisory boards. 	20%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description