

Sam Houston State University Human Resources

Staff Classification Description – Associate Vice President for Development

Skill Category: Executive/Administrative

Position (Employee) Class: 1M130 (E1)

Grade: NC

Date: 08/2023

Department: Division of University Advancement

Educational & Experience Requirement: Master's degree in a related field. Seven years of experience in Advancement or in a related field with significant experience in planning, implementing, leading, and managing a development program. Proven managerial accomplishments in building positive relationships and strategic alliances with internal and external publics. Experience in a state institution of higher education is desirable. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Works closely with the President and Vice President in cultivating and soliciting the University's most important donors and prospects. Leads the development staff's efforts to identify, cultivate, and solicit six and seven-figure gifts, and build a larger donor base.

Supervision Given & Received: Provide supervision to the development staff and provide ongoing, informal supervision to staff within decentralized units who have fund-raising responsibilities. Reports to and receives broad direction from the Vice President for University Advancement.

Primary Responsibilities: Responsible for the day-to-day operations of the university's fund-raising activities, including prospect identification, research, cultivation, and solicitation. Primary responsibility for the cultivation and solicitation of specific prospects of \$25,000 and more and for the assignment of similar prospects to development staff. Responsible for effective tracking of the ongoing cultivation of major gift prospects, leading to the acquisition of major gifts. Advises and supports the President and Vice President for University Advancement on the cultivation and solicitation of prospects capable of making six and seven-figure gifts. Responsible for the ongoing planning, scheduling, implementation, and evaluation of activities to broaden the university's base of donor support while increasing the size of gifts from current donors. Must have a working knowledge of current philanthropic trends, especially in higher education and legislation affecting fundraising. Frequently will provide advice and support for fundraising programs that will address needs and priorities for Deans and other University officials. Performs other related duties as assigned.

Other Specifications: Works collaboratively within a complex environment and communicates positively with all constituents, especially the Sam Houston University Foundation (SHUF) and SHSU Alumni Association Board. Must be highly motivated, energetic, and self-starter, with sound judgment and decision-making abilities. Strong attention to detail with solid organizational ability. Must possess strong verbal, writing, and communication skills. Must have exceptional interpersonal and relationship-building skills. The ability to maintain confidentiality is crucial. This position may be designated as a Campus Security Authority (CSA).

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. All positions at Sam Houston State University are considered security sensitive requiring background checks in accordance with education code 51.215, and drug testing as required by D.O.T. for safety sensitive positions. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.