

**SAM HOUSTON STATE UNIVERSITY
STAFF JOB CLASSIFICATION DESCRIPTION**

TITLE: Director of Advancement Services

EEO CATEGORY: Administrative

JOB NUMBER: 9-3625

STATUS & GRADE: E-NC

DATE: 03/2003

DEPARTMENT: University Advancement

EDUCATION & EXPERIENCE REQUIREMENTS: Bachelor=s Degree in Management Information Systems, Computer Science, Communications, Business, or related field with five (5) or more years of experience with managing data base, preferably for a non-profit organization. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: Management of the Advancement data base, including the maintenance of development and alumni records and gift records.

SUPERVISION GIVEN & RECEIVED: Supervises full-time professional and other support staff. Works with minimum supervision and reports directly to the vice president of university advancement.

PRIMARY RESPONSIBILITIES: Builds and maintains an accurate data base of alumni and friends. Provides information about important prospects to assist the senior development staff to solicit major gifts. Provides accurate and timely data and reports to professional staff. Processes donor gifts efficiently. Conducts proper research. Directs the records operations that support the external relations and fund-raising activities of the development and alumni offices. The staff maintains an up-to-date data base, receives deposits, and acknowledges and receipts all gifts. Conducts donor research and provides fund-raising reports. Performs other duties as assigned.

OTHER SPECIFICATIONS: Exceptional written, oral, interpersonal and organizational skills required, as well as the ability to view near-and long-term goals simultaneously. Must be able to communicate positively to all constituents. Requires ability to function on multiple tasks with much self-motivation and initiative. Confidentiality critical.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN AAT WILL@ EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.