

# Sam Houston State University Human Resources

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## Staff Classification Description – Associate Vice President for Development

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**Skill Category:** Administrative  
**Position (Employee) Class:** 1M130 (E1)  
**Grade:** NC  
**Date:** 8/2012

**Department:** University Advancement - Development

**Educational & Experience Requirement:** Bachelor's Degree required. Seven years of experience in University 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. 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. Leading the development staff's efforts to identify, cultivate, and solicit major donors.

**Supervision Given & Received:** Supervise Development staff and receive general parameters with which to operate from Vice President for 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 working knowledge of Planned Gifts and current philanthropic trends, especially in higher education and legislation effecting fund raising. Frequently will provide advice and support for fund-raising programs that will address needs and priorities for Deans and other University officials. Performs other related duties as assigned.

**Other Specifications:** Work collaboratively within a complex environment and communicate positively with all constituents. Must be highly motivated, an energetic self-starter, sound judgment and decision making ability, and attention to detail with solid organizational ability. Possess strong writing and verbal communication skills, and have exceptional interpersonal and relationship building skills. The ability to maintain confidentiality is critical.

**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. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. 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.**