

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Development Associate  
Code: 19113  
Salary Grade: 58  
FLSA Status: Exempt  
Department/Division: Development Office/University Advancement  
Reports To: In accordance with specific departmental policies

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## *Summary*

- Function: To provide skilled knowledge in performing research in support of development activities.
- Scope: Responsible for conducting and facilitating research on individuals, private businesses, public corporations, and philanthropic foundations and integrating data gathered from various public and published sources into a computer system for retrieval and analysis.

## *Duties*

- Typical:
  1. Meet regularly with the Director of Alumni Programs to ensure a coordinated alumni solicitation calendar for the annual giving program and the Alumni Association. Develop the relationship between both programs.
  2. With the Executive Director, develop annual goals that are realistic and move the program forward, both in defined terms of participation and dollar support.
  3. Manage the annual alumni telefund.
  4. Coordinate with University publications for materials needed in direct mail and telephone efforts.
  5. Identify, cultivate, and solicit donors in identified donation ranges.
  6. Prepare progress reports of all activities.
  7. Supervise Annual Fund operations budget.
  8. Participate in university events and fund-raising activities.
  9. Manage and assist in the development and execution of targeted fund raising efforts.
  10. Perform other duties as assigned.
- Periodic:
  1. Assist with special projects.

### *Education*

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from an accredited institution in social and behavioral science, business, communications, journalism, or related field.	Master's degree from an accredited institution.

### *Other Requirements*

<b>Required</b>	<b>Preferred</b>
Strong analytical, writing, organizational, and communication skills.	Demonstrated knowledge of Raiser's Edge software.
Understanding of basic legal and financial processes.	
Criminal Background Check (CBC)	

### *Experience*

<b>Required</b>	<b>Preferred</b>
Two years of professional experience in data collection and analysis, research, and public relations in development services.	Four years of successful fund raising experience at a public, urban comprehensive institution of higher learning.
	Experience in conducting human resource and/or financial research with demonstrated abilities in library research and qualitative and quantitative data development, collection, storage, organization, retrieval and analysis.

### *Equipment*

<b>Required</b>	<b>Preferred</b>
Use of personal computer and standard office equipment.	N/A

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Usual office conditions.	Occasionally requires evening and weekend hours.

### *Supervision*

<b>Received</b>	<b>Given</b>
General review from direct supervisor.	May supervise support staff.

***Accuracy***

Proficiency in all phases of duties performed.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.