

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Junior Discovery Officer  
Code: 19117  
Salary Grade: 56  
Department/Division: Operations & Advancement Services  
Reports To: Director of Annual Giving

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## *Summary*

- Function: To assist in the discovery of prospective donors to build a sustainable prospect pipeline.
- Scope: Responsible for identifying, cultivating, soliciting, and providing appropriate stewardship to annual giving donors.

## *Duties*

- Typical:
  1. Work with Advancement Services leadership to assist in developing a more comprehensive strategy for pipeline development
  2. Cold-call annual giving level donors to set up in-person discovery visits
  3. Conduct approximately 20 visits each month, preparing contact reports after visits
  4. Work with Prospect Management and Research to assist with assigning individuals to the appropriate development officer portfolio for cultivation
  5. Serve as the primary manager for discovery prospects not assigned to development officers; responsible for implementing follow up communication with prospects as needed
  6. Assist with member acquisition and renewal for the President's Associates giving society of \$1,000+; upgrade donors who give \$750-\$999 using varied methods of solicitation (e.g. in-person, direct mail)
  7. Perform other duties as assigned.
- Periodic:
  1. Assists with special projects and events.

## *Education*

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from an accredited	N/A

institution.	
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***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Excellent verbal, written communication and listening skills.	N/A
Understanding of individual donor needs and perceptions.	
Understanding of the identification, cultivation, solicitation and stewardship process	
Criminal Background Check (CBC)	

***Experience***

<b>Required</b>	<b>Preferred</b>
No experience required	One year of fundraising, sales, marketing or public relations in a higher education or non-profit atmosphere
	Experience with Raiser's Edge

***Equipment***

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

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office conditions.	Occasionally requires weekend or evening work.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from AVP for Development.	May supervise assigned staff directly or indirectly.

***Accuracy***

Proficiency in all phases of duties performed.
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***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
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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.