

JOB INFORMATION

Job Code	OA80
Job Description Title	Spec III, Development Support
Pay Grade	UA07
Range Minimum	\$61,000
33rd %	\$71,170
Range Midpoint	\$76,250
67th %	\$81,330
Range Maximum	\$91,500
Exemption Status	Exempt
Approved Date:	11/17/2025 4:11:18 PM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Development Support

JOB SUMMARY

Provides strategic leadership for complex fundraising and donor engagement projects across a development unit. Oversees high-profile programs and/or projects such as annual giving societies, multi-event donor campaigns, and stewardship initiatives. Partners with leadership to align project strategies with campaign priorities, manages budgets, and mentors other staff on project management best practices.

RESPONSIBILITIES

- Leads strategic planning, execution, and evaluation of high-impact development programs (e.g., managing the operations and engagement strategy for an annual giving society with multiple donor tiers and recognition events).
- Develops and oversees multi-phase project timelines; allocates resources, sets milestones, and ensures deliverables meet quality and strategic objectives.
- Manages large, complex budgets for multiple initiatives; leads financial planning discussions with leadership and ensures compliance with fiscal policies.
- Directs vendor selection, contract negotiation, and oversight for outsourced project components.
- Oversees data analysis to measure project success, donor retention, and giving trends; presents findings to leadership and recommends strategic adjustments.
- Collaborates with senior leaders to integrate project outcomes into broader campaign strategies.
- Designs and implements process improvements for project workflows, reporting systems, and donor engagement tracking.
- Mentors and trains junior specialists on project management tools, methods, and best practices.
- Serves as the primary liaison for cross-departmental project initiatives, representing the unit in university-wide planning efforts.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	with no specific discipline.	and	6 years of	experience in budget services, fundraising, sales, or marketing.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of fundraising programs and strategies, fiscal management and budget planning, and office operations management

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.