



USF Job Class Description
JOB CODE: 9562
JOB TITLE: Associate Director of
Development
PAY PLAN: 21
CAREER BAND: G
FLSA: Exempt - Professional
CBU: 29
Effective 11/04/2015

Job Title: Associate Director of Development

Job Summary

This position is an expert and lead development professional in complex and sensitive areas such as major gifts, planned giving or corporate and foundation relations. Work at this level requires using a variety of university contacts to solicit the gifts and develop agreements and contracts.

Nature of Work

This position identifies, cultivates and solicits prospects for major and/or legally complex gifts from individuals, corporations, foundations, or estates. The incumbent functions as a technical expert to lead the various individuals within and outside USF who are involved in soliciting and contracting for these gifts. The position oversees donor communications for particular gifts and involves sensitive contacts that may affect the outcome of these gifts. This position is also a liaison to the appropriate offices at USF to ensure that gifts are appropriately approved and will be used in accordance with the donor's wishes and USF's strategic objectives. This position may work in the main Development Office or in a separate unit since the nature of the work and not the location determines the classification. For meeting this specification, the term "major gift" is defined at a specific monetary threshold which is determined by the main Development office. Work at this level is exempt and regularly requires decisions on matters of significance. The position is distinguished from an Assistant Director of Development since its principal duties involve major or legally complex gifts rather than general event planning and annual giving. Positions that have comprehensive oversight of a college or campus development unit are Directors of Development rather than Associate Directors of Development. This position differs from the Sr. Development Director since it does not provide institution-wide management of a broad function.

Examples of Duties

- Identifies potential major donors based on information from Donor Research, other development officers, and external contacts.
- Cultivates prospects for major, corporate, leadership, foundation, or planned gifts. Has extensive contact with potential donors, corporate officials, foundation officers and/or financial advisors to generate gift proposals.

- Assembles prospect teams, and coordinates the activities of the University President, Vice Presidents, Deans, and/or Directors. May also facilitate contacts with athletic administration and coaches.
- Coordinates outreach programs and development teams to facilitate gifts over a specific geographical area or with specific businesses.
- In conjunction with USF officials, identifies needs that meet strategic objectives and create a strategic plan to achieve the objectives.
- Acts as the chief public relations contact with organizations of major gift donors.
- Drafts proposals, letters and agreements to close planned gifts.
- May supervise office staff and/or Development Officers.

Minimum Qualification Requirements

This position requires Bachelor's degree and 5 years of experience related to development or other appropriate professional experience.