



Savannah State University Position Description – Publications Specialist III

POSITION DESCRIPTION

Position Title: Publications Spec. III (Coord. Donor Rels) FLSA Status: Exempt
Reports to: Director of Development
Department: University Advancement
Date Prepared: June 2003

BASIC FUNCTION

This position is accountable for developing comprehensive strategies for securing unrestricted gifts; continue development of primary annual giving objectives; and prospecting, cultivation, solicitation and stewardship.

NATURE & SCOPE

Under the direction of the Director of Development, this position operates within well-defined procedures and precedents. The incumbent is largely focused on programs and processes that are designed to increase outside giving and support for the University.

This position is responsible for frequently responding to inquiries or exchanging information to achieve the job objectives. The incumbent serves on a team full time as a member of the team focused on achieving the mission of Institutional Advancement for the University.

This position was also established to help support the launch and continued development of a capital campaign at Savannah State. There are a number of activities that require the incumbent to devote significant time preparing for and attending fund raising events.

PRINCIPAL ACCOUNTABILITIES

- Manages scholarship database, applications and awards
- Manages annual giving program
- Provides a support role to Special Events
- Manages T.I.G.E.R program
- Provides appropriate reports for areas of accountability

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a four-year college degree.