

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Senior Development Officer
University Advancement
Regular Full-Time Position
Position Number 519000**

General Description

The function of the Senior Development Officer is the development of Significant Gifts and working within an aggressive gifts program. The responsibilities of the position require identification, cultivation, solicitation and stewardship of emerging gift donors and prospects. Annual personal visits and gift income productivity are expected. The Senior Development Officer reports to the Executive Director of University Advancement.

Primary Tasks and Responsibilities

- Work closely with the Executive Director regarding the APSU Capital Campaign and all fundraising activities.
- Participate in development team effort for strategic planning for Capital Campaign activities.
- Meet regularly with gift prospects to assess desire to contribute, cultivate relationships and solicit gifts.
- Meet regularly with donors for stewardship.
- Solicit and close gifts.
- Obtain a base knowledge of planned giving and discuss these opportunities with prospective donors.
- Work with volunteers and faculty to identify interests, affiliations and abilities of gift prospects.
- Work with advancement team to assist in establishing a regular program of prospect identification.
- Develop appropriate cultivation strategies for prospects.
- Move potential donors in an appropriate and timely fashion toward solicitation and closure.
- Maintain a regular schedule of travel to visit individuals, foundations and corporations capable of making gifts to the University.
- Be responsible for private scholarships in at least one college.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to travel and work evenings and weekends.
- Ability to enhance fund-raising efforts.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain accurate records and files, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to prepare proposals and presentations for donor prospects, solicit gifts, and negotiate gift agreements.
- Ability to exhibit strong work ethic and positive attitude.

Required Minimum Qualifications

- Bachelor's degree.
- Five years of previous experience in fundraising and/or high volume sales or advanced fundraising degree.
- Strong organizational skills.
- Availability to travel extensively and work weekends.
- A background check will be required of the successful applicant.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS