

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.

**Development Officer
University Advancement
Regular Full-Time Position
Position Number 460100**

General Description

The Development Officer will report to the Executive Director for University Advancement.

Primary Duties and Responsibilities

- Identify, cultivate and solicit donors for all University fundraising activities and events.
- Assist in developing the annual plan for all University Advancement activities and events.
- Assist in all special University fundraising events.
- Develop, coordinate and assist volunteers for all fundraising activities of the University.
- Participate as a team member in developing a cultivation plan for all University donors.
- Participate as a team member with hosting all special University events.
- Participate as a team member in donor naming opportunities.
- Participate as a team member in all phases of the APSU Capital Campaign.
- Work closely with the Executive Director in planning strategy and policy development for major donors.
- Work closely with all support clubs of the University and their activities.
- Maintain frequent dialogue with donors.
- Assist the President in hosting guests of the University.
- Assist with alumni and athletic activities as requested.
- Attend University events as deemed important for cultivation.
- Recruit, train and manage volunteers to support giving and support groups.
- Participate in campus, community and civic functions as appropriate.
- 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 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 files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to travel extensively.
- Ability to plan and implement effective programs that sustain existing and generate new private gifts.
- Ability to market and promote the University.
- Ability to stay abreast on all matters and activities of the University.
- Willingness to work nights and weekends as necessary, including attendance at a variety of events.
- Ability to develop effective plans and policies to support University programs.
- Ability to prepare accurate records and reports.
- Ability to function as a team player in the overall fundraising activities of the University.

Required Minimum Qualifications

- Bachelor's degree.
- A minimum of 3 years fund raising and/or high volume sales experience.
- Strong public speaking, written communication and public relations skills.
- A background check will be required for the successful applicant.

Additional Preferred Qualifications

- Computer and communication skills.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS