Pittsburg State University
UNCLASSIFIED POSITION DESCRIPTION FORM

DEPARTMENT: UNIVERSITY DEVELOPMENT
COLLEGE/DIVISION: UNIVERSITY ADVANCEMENT
POSITION #: 200000316

INSTRUCTIONS:
1. Save this word file with a unique name, such as the position title plus the position number plus the month and year the document is created (e.g. "Admit Asst Dir #274 – March 2011.doc")
2. Complete the Position Description (PD) Form. If this is an existing position, refer to the GUS Position Inventory data for current position data. Instructions for completing the form are found on the HRS web page (www.pittstate.edu/office/hr/index.dot); then Policies & Procedures; then Unclassified Employees; then Position Descriptions. Additional information to help with writing duty statements, competencies, and other position characteristics or requirements can be found at O'Net Online (http://online.onetcenter.org).
3. Attach the Word file of the completed position description to the position in the GUS Position Inventory.
4. Print the completed Position Description Form. Attach a current organizational chart. Route for additional signatures, if required by the division.
5. Send the signed position description to HRS, 204 Russ Hall, for review.
6. HRS & Equal Opportunity will review the Position Description. They will upload to the GUS Position Inventory a pdf copy of the final Position Description with signatures and organization chart.
7. The employee will have access to the pdf Position Description through GUS. Supervisors should review the final Position Description with the employee.

This space is for HRS & Equal Opportunity Use Only

| FLSA Status: | Exempt | FLSA Exemption(s), if applicable: | Administrative + Executive
| FLSA Reviewer: | Kanea Devore | FLSA Review Date: | 3-2-16
| EO Reviewer: | Pamela Johnson | EO Review Date: | 03-02-14
| Position Effective Date: |

1. POSITION DATA:

| Action Requested: | New Position | x Change Supervisor |
| Update Position Duties | Other (Explain) |

| Official Title Description: | Executive Director |
| Working Title Description: | Executive Director of University Development |
| Work Schedule (Hours & Days): | 8:00 a.m. to 4:30 p.m. Monday-Friday, with attendance at night and weekend activities as needed. |
| Length of Position (e.g. Fiscal Year, Academic Year, Other – indicate specific period): | Fiscal year |
| Percent Time: | 100% |
| Location (City where employee works): | Pittsburg, KS |
| Supervisor Name: | Kathleen M. Flannery |
| Supervisor Title: | Vice President for University Advancement |
| Supervisor Position #: | 200000403 |
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DEPARTMENT: UNIVERSITY DEVELOPMENT

COLLEGE/DIVISION UNIVERSITY ADVANCEMENT

POSITION #: 200000316

Supervisor’s College/Division: University Advancement
Reviewer’s Name: (optional)
Reviewer’s Position #: (optional)

2. PRIMARY PURPOSE OF THIS POSITION:

The Executive Director of University Development serves as a senior member of the University Advancement team and is responsible for managing staff and programs dedicated to the identification, cultivation, solicitation, and stewardship of private gifts to benefit Pittsburg State University.

The Executive Director develops and implements a comprehensive strategic plan for all Pittsburg State University fund-raising activities based on the best use of available resources, staff, and volunteers to meet the private giving goals of the institution.

3. SUMMARIZE THE REASON FOR THE UPDATE IF THERE ARE SIGNIFICANT CHANGES IN DUTIES OR A CHANGE IN SUPERVISOR OR OTHER ORGANIZATIONAL CHANGE.

Change in supervisor

4. DESCRIPTION OF WORK:

1. Describe the duties and responsibilities of this position. Include a duty statement for “other duties as assigned.”
2. In the left-hand column, indicate the approximate percent of time required for each duty and responsibility. The percentage amounts for all of the duties must add up to 100%
3. Indicate if the duties and responsibilities are essential (duties and responsibilities without which the position could not exist without).

<table>
<thead>
<tr>
<th>#</th>
<th>%</th>
<th>Duties and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>75%</td>
<td>Duties are Essential? Yes No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Provide operational oversight of all fundraising activities, including major giving, planned giving, annual giving, and donor relations. Operational oversight includes managing staff, programs, and budgets related to fundraising activities undertaken on behalf of Pittsburg State University.</td>
</tr>
<tr>
<td>2</td>
<td>15%</td>
<td>Duties are Essential? Yes No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maintain an active portfolio of major gift prospects making fifty or more personal visits annually for the purpose of cultivating and soliciting major gifts.</td>
</tr>
<tr>
<td>3</td>
<td>5%</td>
<td>Duties are essential? Yes No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Serve as the staff liaison to the PSU Foundation’s Development Committee, working with this group of volunteers on the implementation of specific fundraising programs and initiatives.</td>
</tr>
</tbody>
</table>
5. **COMPETENCIES (Knowledge, Skills and Abilities):** List appropriate Knowledge, Skills and Abilities for the position. Indicate competencies that are required for the position at time of hire with a “check.” Refer to the information on the HRS web page for assistance with competencies (see #2 in “Instructions,” above).

### A. Knowledge

- **Accounting** - Knowledge of accounting principles and practices, including payroll processing, and the reporting of financial data, including higher education and non-profit accounting.
- **Budget** - Knowledge of budget construction processes and budget management experience.
- **Communications and Media** — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Fundraising** — Knowledge of principles and methods of soliciting and gathering contributions or money or other resources, by requesting donations from individuals, businesses, charitable foundations, or governmental agencies.
- **Grant Writing and Administration** — Knowledge of grant writing, management and reporting.
- **Higher education and non-profit accounting** — Knowledge of higher education and non-profit accounting, including fund and federal fund management.
- **Higher Education Administration & Management** - Knowledge of higher education administration and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, and academic assessment, evaluation and accreditation.
- **Mathematics** — Knowledge of arithmetic and algebra and their applications.
- **Personnel and Human Resources** — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, personnel information systems and resolution of grievances.
- **Property and Investment Management** - Knowledge of property, investment management, and issuance of long term debt instruments.
- **Sales and Marketing** — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- **Shared Governance** — Knowledge of the principles and methods of working in an environment where responsibility is shared by faculty and administrators.

### B. Skills

- **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
✓ Coordination — Adjusting actions in relation to others' actions.
✓ Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
✓ Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
✓ Mathematics — Using mathematics to solve problems.
✓ Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
✓ Negotiation — Bringing others together and trying to reconcile differences.
✓ Operations Analysis — Analyzing needs and product requirements to create a design.
✓ Persuasion — Persuading others to change their minds or behavior.
✓ Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
✓ Reading Comprehension — Understanding written sentences and paragraphs in work related documents
✓ Service Orientation — Actively looking for ways to help people.
✓ Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
✓ Speaking — Talking to others to convey information effectively.
✓ Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
✓ Time Management — Managing one's own time and the time of others.
✓ Writing — Communicating effectively in writing as appropriate for the needs of the audience.

C. Abilities

✓ Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
✓ Collaboration - Ability to work collaboratively with all stakeholders (faculty, community partners, staff, etc.) to build/sustain internal and external relationships.
✓ Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
✓ Delegation — The ability to empower another to act.
✓ Diversity — The ability to effectively work in a diverse educational setting.
✓ Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
✓ Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
✓ Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules, and the ability to negotiate contracts and agreements.
✓ Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem.
✓ Multi-Task and Deadlines - The ability to manage multiple tasks and meet deadlines.
✓ Negotiation — The ability to confer with another so as to arrive at the settlement of some matter.
✓ Number Facility — The ability to add, subtract, multiply, or divide quickly and correctly.
✓ Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
✓ Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
✓ Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
✓ Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
✓ Relationships — The ability to work in a collegial environment with shared governance, and to establish and cultivate relationships inside and outside the University.
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| COLLEGE/DIVISION | UNIVERSITY ADVANCEMENT | |

✓ Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
✓ Speech Clarity — The ability to speak clearly so others can understand you.
✓ Speech Recognition — The ability to identify and understand the speech of another person.
✓ Written Comprehension — The ability to read and understand information and ideas presented in writing.
✓ Written Expression — The ability to communicate information and ideas in writing so others will understand.

6. EDUCATION AND EXPERIENCE: List Education and Experience appropriate for the position. Indicate those that are required at time of hire with a “check.”

✓ Bachelor’s degree in marketing, business administration, communication, or a related field from an accredited institution of higher education.
  • Advanced degree from an accredited institution of higher education.

7. LICENSE OR CERTIFICATION REQUIRED BY STATUTE OR REGULATION: List license(s) or certification(s) appropriate for the position. Indicate those that are required by statute or regulation at time of hire with a “check.”

None

8. OTHER POSITION CHARACTERISTICS OR ESSENTIAL POSTING REQUIREMENTS:
Indicate any other significant characteristics (work activities, work context and work styles) that are significant for the position. Refer to the information on the HRS web page for assistance with Other Position Characteristics (see #2 in “Instructions,” above).

A. Work Activity:

• Analyzing Data or Information — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
• Coaching and Developing Others — Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
• Communicating with Persons Outside Organization — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
• Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, coworkers, and subordinates by telephone, in written form, e-mail, or in person.
• Coordinating the Work and Activities of Others — Getting members of a group to work together to accomplish tasks.
• Developing and Building Teams — Encouraging and building mutual trust, respect, and cooperation among team members.
• Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
• Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.
• Evaluating Information to Determine Compliance with Standards — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
• Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.
• Guiding, Directing, and Motivating Subordinates — Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.
Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Interacting With Computers — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

Interpreting the Meaning of Information for Others — Translating or explaining what information means and how it can be used.

Judging the Qualities of Things, Services, or People — Assessing the value, importance, or quality of things or people.

Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.

Monitoring and Controlling Resources — Monitoring and controlling resources and overseeing the spending of money.

Monitor Processes, Materials, or Surroundings — Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.

Performing for or Working Directly with the Public — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

Performing General Physical Activities — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

Selling or Influencing Others — Convincing others to otherwise change their minds or actions.

Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to your job.

Thinking Creatively — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.

Training and Teaching Others — Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

B. Work Context - Add language as appropriate to address the most significant items below. It is not necessary to address every item.

Contact With Others — How much does this job require the worker to be in contact with others (face-to-face, by telephone, or otherwise) in order to perform it? Significant.

Coordinate or Lead Others — How important is it to coordinate or lead others in accomplishing work activities in this job? Important.

Deal With External Customers — How important is it to work with external customers or the public in this job? Important.

Duration of Typical Work Week — Number of hours typically worked in one week. Indicate the frequency that meetings/dinners/engagements outside of the normal workday are required. Nights and weekends required.

Electronic Mail — How often do you use electronic mail in this job? Daily.

Face-to-Face Discussions — How often do you have to have face-to-face discussions with individuals or teams in this job? Daily.


Frequency of Conflict Situations — How often are there conflict situations the employee has to face in this job? Often.

Frequency of Decision Making — How frequently is the worker required to make decisions that affect other people, the financial resources, and/or the image and reputation of the organization? Frequently.
• **Impact of Decisions on Co-workers or Department Results** — How do the decisions an employee makes impact the results of co-workers, clients or the department? Significantly.

• **Importance of Being Exact or Accurate** — How important is being very exact or highly accurate in performing this job? Important.

• **Indoors, Environmentally Controlled** — How often does this job require working indoors in environmentally controlled conditions? Daily.

• **Letters and Memos** — How often does the job require written letters and memos? Daily.

• **Level of Competition** — To what extent does this job require the worker to compete or to be aware of competitive pressures? Often.

• **Physical Proximity** — To what extent does this job require the worker to perform job tasks in close physical proximity to other people? Often.

• **Public Speaking** — How often do you have to perform public speaking in this job? Daily.

• **Responsible for Others' Health and Safety** — How much responsibility is there for the health and safety of others in this job? Significant.

• **Responsibility for Outcomes and Results** — How responsible is the worker for work outcomes and results of other workers? Significantly responsible.

• **Spend Time Making Repetitive Motions** — How much does this job require making repetitive motions? Significant repetitive motions.

• **Spend Time Sitting** — How much does this job require sitting? Significant sitting.

• **Spend Time Using Your Hands to Handle, Control, or Feel Objects, Tools, or Controls** — How much does this job require using your hands to handle, control, or feel objects, tools or controls? Daily.

• **Structured versus Unstructured Work** — To what extent is this job structured for the worker, rather than allowing the worker to determine tasks, priorities, and goals? Some structured, some unstructured.

• **Telephone** — How often do you have telephone conversations in this job? Daily.

• **Travel** — How frequently is travel required and where are the locations? Some travel required.

• **Work With Work Group or Team** — How important is it to work with others in a group or team in this job? Very important.

**C. Background Checks**

The position requires a criminal background check and credit check.
9. SIGNATURES, GUS POSITION INVENTORY & ROUTING: Print the Position Description and route for signatures as required by the division/area.

Supervisor: [Signature]
Title: Vice President for University Advancement
Date: Feb. 23, 2016

Department Head or Dean (optional):

Signature: [Signature]
Title: [Title]
Date: [Date]

Associate Vice-President, if applicable (optional):

Signature: [Signature]
Title: [Title]
Date: [Date]

Vice-President or Provost (optional):

Signature: [Signature]
Title: Vice President for University Advancement
Date: Feb. 23, 2016

SEND THE COMPLETED POSITION DESCRIPTION TO HUMAN RESOURCE SERVICES, 204 RUSS HALL, FOR REVIEW