



Development Officer

Position Description

The Harte Research Institute Development Officer is responsible for identifying, qualifying, cultivating, soliciting, stewarding, and retaining individual, foundation and corporate donors. This is a full-time position reporting to the Harte Research Institute Director of Development.

Primary Responsibilities

- Establish and maintain relationships with existing donors and donor prospects.
- Identify and qualify prospective foundation and corporate donors based on area of interest and alignment of values and mission.
- Build and manage a portfolio of lead donors.
- Employ moves management to elevate individual donors and their giving.
- Maintain current summary, needs, budgets for labs/programs.
- Batch and submit a grant proposal plan for TAMU-CC Foundation Trustees to review and approve at each meeting (September, November, March, June).
- Craft and submit grant and gift proposals based on the overall needs and priorities of the Institute, labs and programs.
- Manage grant/gift cycle to ensure execution of fund agreement, proper fund processing and reporting.
- In concert with Donor Relations Coordinator, maintain Raiser's Edge records to reflect all activity and to set reminders for upcoming deadlines and next steps.
- In concert with the development team and HRI marcom, oversee an event-based fundraising program, including identification and recruitment of guests, event logistics, execution, and donor follow-up.
- Assist with gift processing as needed (after fundraising events).

Preferred Background and Skills

- At least three years of fund development experience.
- Excellent grant writing and grant management skills.
- Excellent interpersonal skills with all levels of individuals, both internal and external.
- Strong initiative and self-motivation.
- Excellent organizational skills.
- Ability to interface with all levels of an organization, both internally and externally.
- Proficient in Raiser's Edge (RENXT), Outlook, Word and Zoom.
- Up to 50% travel.

Salary Range

\$60,000 - \$70,000

For more information, contact Donna Scott (donna.scott@tamucc.edu) or apply [here](#)