State College of Florida, Manatee-Sarasota
Job Description

Job Title: Development Associate (Foundation)

Reports to: Director of Development, Foundation
FLSA Status: Exempt
Level: 211
Position Class: Professional Staff

Job Summary:
This position will assist in the planning and implementation of the Foundation’s efforts to build affinity and attract increased private support from individuals, organizations, corporations and foundations.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Researches and prepares profiles of prospective donors.

2. Develops and implements strategies for donor cultivation and solicitation with emphasis on meeting the mission of the College.

3. Develops and implements regional fund raising activities including direct mail and other annual giving campaigns in collaboration with the Director of Development.

4. Identifies, cultivates and solicits assigned prospects.

5. Plans and implements special events as assigned in collaboration with the Director of Development.

6. Acts as Foundation staff liaison with assigned committees and volunteer groups.

7. Supports the public relations and communications initiatives of the Foundation.

8. Actively participates in staff meetings, and assist other staff members in the accomplishment of departmental goals.
**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor’s degree and two years of related experience and/or training. Additional appropriate work and/or related volunteer experience may be substituted for a college degree on a year-for-year basis.
  
  Proven success at raising private funds.
  
  Evidence of exceptional entrepreneurial, written and verbal communication, and organizational skills required.
  
  Previous experience in a college/university or non-profit setting is desirable.

- **Supervisory Experience:**
  None required.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

- **Computer Skills:**
  Ability to proficiently utilize personal computer and software such as Word, Excel, and Access. Knowledge of fund-raising software preferred (Raiser’s Edge 7).

- **Certificates and Licenses:**
  Ability to be bonded through the Foundation’s insurance policy is a requirement for this position.
  
  A valid Florida driver’s license.
Responsibility for People and Property:
This position is responsible for the security of all confidential benefactor and prospect information.

Responsibility for Communication:
• Internal Contacts:
  This position has routine contact with College administrators, department heads, and students.

• External Contacts:
  This position has routine contact with benefactors, prospective donors, volunteers, including the Foundation’s Board of Directors, and vendors.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely required to talk or hear. The employee is regularly required to sit, and use manual dexterity. The employee is routinely required to walk, reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl, and lift and/or move up to ten pounds. The vision requirements include the need for close, distance, color, peripheral vision, depth perception and the ability to adjust focus.

Other:
This employee is required to live in South Sarasota County.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.
4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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