State College of Florida, Manatee-Sarasota
Job Description

Job Title: Director of Development (Foundation)
Reports to: Executive Director, Foundation
FLSA Status: Exempt
Level: 215
Position Class: Professional Staff

Job Summary:
To plan and execute a coordinated development strategy to increase private financial support through annual and major gift fund-raising. Direct and implement a broad-based outreach program to enhance relationships and giving among Alumni, corporations, foundations and other potential stakeholders.

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. Working with the Executive Director and the Foundation Board, strategically designs, organizes and implements short-and long-term fund development plans to increase revenues to support the strategic direction of the College.

2. Directs the annual giving program and related major gift fundraising activities to develop a strong base for the individual and corporate giving pyramid. Plans, implements and manages the entire scope of the Foundation’s annual giving program including, but not limited to gift clubs, direct mail and special events through individual fundraising components that include the Employee Campaign, Alumni Campaign, Community/Friends Campaign, and Corporate Campaign.

3. Develops strategies and systems to secure, maintain and leverage demographics/contact data from alumni, community and corporate representatives to advance long-term relationships.

4. Manages the identification, recruitment, training and recognition of volunteers.

5. Plans and implements recognition and appreciation program for all donors.

6. Monitors and evaluates all fundraising activities to be sure goals are being met. Uses program data and industry benchmarks and practices. Utilizes results of evaluation to refine existing programs and to recommend and implement new and creative programs or methods to maximize revenues and participation and to identify high capacity donors.
7. Personally cultivates, solicits and stewards a portfolio of mid-level through major gift prospects/donors.

8. Trains and supervises the Development Associate and Constituent Database Manager ensuring professional growth, delegation, empowerment and appropriate recognition.

9. Recommends and manages annual operating budgets and calendars for development and database departments.

10. Develops fundraising performance and forecasting reports for the Executive Director.

11. Serves as staff liaison to Foundation development committees providing leadership and direction in Moves Management for individual prospects. Creates, implements prospect and upgrade strategies to stabilize and grow donor base.

12. Works with the Executive Director and appropriate staff on all aspects of outreach including web, newsletters, annual report and other local media outlets.

13. Works with the Executive Director to develop funding priorities.

14. Oversees database accuracy, list preparation and purchases, and reporting.

15. Actively participates in staff meetings, and assists 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 from a four-year college or university and five years of increasingly responsible fundraising experience with demonstrated record of designing campaigns and securing gifts, preferably in a college environment.

- **Supervisory Experience:**
  One to two years of direct supervisory experience, including responsibility for hiring, firing, performance management, training and coaching is required.

- **Language Ability:**
  Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from College leadership, customers, regulatory agencies, or members of the community.

- **Math Ability:**
  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
• **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, etc.

• **Computer Skills:**
  Proficiency in the use of a computer for fundraising software (Raiser’s Edge 7 preferred), word processing, databases, spreadsheets, e-mail and internet.

• **Certificates and Licenses:**
  Ability to be bonded by the Foundation’s insurance company.

  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.

Direct supervision of two employees.

**Responsibility for Communication:**

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

• **External Contacts:**
  This position has frequent 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.
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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