

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2023**

ASSOCIATE DIRECTOR OF DEVELOPMENT

FLSA STATUS: EXEMPT – PAY GRADE: 19-P

**JOB FAMILY: COMMUNITY RELATIONS/DEVELOPMENT
JOB FUNCTION: INSTITUTIONAL ADVANCEMENT**

GENERAL STATEMENT OF JOB

The Associate Director of Development of Development (ADOD) supports the strategic fundraising efforts of the FSCJ Foundation through prospect identification, cultivation, solicitation, and stewardship at the gifts level of \$5,000 - \$25,000 level. Works with the Director of Development - Major Gifts to develop, manage, and coordinate strategies for prospects by engaging Foundation colleagues, college administrators and volunteers in fundraising activities. This position supports the VP/ED of the Foundation in matters requiring engagement of the Foundation board members in fundraising. This position carries a portfolio of approximately 100 prospects related to annual and campaign fundraising goals.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Identifies, cultivates, solicits, and stewards gift prospects at the \$5,000-\$25,000 level and above.

Maintains fundraising records in the donor database to document progress toward prospect identification, cultivation, and solicitation activities.

Identifies individuals, corporations, and foundations which can financially support the strategic priorities established to achieve annual and campaign goals.

Conducts prospect rating and screening sessions with volunteers, faculty, staff, and others to qualify special and major gift prospects.

Manages, maintains, and implements occasional fundraising events to promote FSCJ's philanthropic goals.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited institution supplemented by three (3) years of related fundraising experience in higher education and/or nonprofit experience.

PREFERRED QUALIFICATIONS

Bachelor's degree from a regionally accredited institution supplemented by (5) years of successful experience in soliciting and closing major gifts (\$25,000+) from individuals, corporations, and/or foundations. Experience with Raiser's Edge donor management software. Certified Fund-Raising Executive.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

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Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 12/7/23