

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2019**

DEVELOPMENT OFFICER

FLSA STATUS: EXEMPT – PAY GRADE: 22-P

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

GENERAL STATEMENT OF JOB

The Development Officer supports the strategic fundraising efforts of the Foundation, which may include designing, implementing, evaluating and refining the Foundations development activities, with an emphasis on major gifts and alumni fundraising efforts. Fosters collaborative relationships with development colleagues and College constituents by coordinating joint solicitation efforts, developing internal processes and procedures, and aligning marketing and outreach efforts for multiple development programs and initiatives within the Foundation.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Collaborates with College leadership to establish fundraising goals based on strategic plan.

Creates communications and proposals to facilitate solicitation efforts. The Development Officer could be responsible for communications in the form of presentations for a variety of audiences both internal and external, written proposals and related solicitation materials.

Manage, maintain, and implement a variety of programs and fundraising events to promote institutional awareness at major community events and facilitate fund development in support of various FSCJ groups, which could include alumni objectives and FSCJ Foundation.

Cultivates, solicits and prioritizes donors and prospects through data management.

Works with vendors to develop a comprehensive marketing campaign.

Manage the Foundation website and prepare social media content to drive online engagement from target audiences.

Related duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision may be exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited institution and a minimum of four (4) years of related

DEVELOPMENT OFFICER - Page 2

experience.

PREFERRED QUALIFICATIONS

Certified Fund Raising Executive with five (5) years of successful experience in soliciting and closing major gifts (\$25,000+) from individuals and corporations. Higher education fund raising and development experience, community college setting a major plus. Understanding of the Blackboard Raiser's Edge donor software. Experience working with high-level decision makers, trustees, and top-level volunteers. Good listening skills and the ability to build quality relationships with donors. Highly organized, detail-oriented, capable of working individually and in a team setting; ability to manage numerous projects simultaneously; excellent written and verbal communication skills; effectively recruit and work with volunteers and proficient working knowledge of Microsoft Office programs.

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.

DEVELOPMENT OFFICER - Page 3

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.

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: 9/19