

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

**DIRECTOR OF DEVELOPMENT – MAJOR GIFTS**

**FLSA STATUS: EXEMPT – PAY GRADE: 26 – A**

**JOB FAMILY: MANAGERIAL/SUPERVISORY - BUSINESS**

**GENERAL STATEMENT OF JOB**

The Director of Development – Major Gifts manages a portfolio of 100- 150 current donors and prospects and is responsible for achieving individual and team annual fundraising goals and metrics for the purpose of creation of financial resources for students in need. This position manages and expands the President's Circle and other gift/recognition clubs. Oversees staff providing outreach for alumni engagement; best practices utilized for direct mail and e- platforms; fundraising support for Deans, campus leaders, and program directors; and stewardship activities.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Identifies, cultivates, solicits, and stewards major gift donors (\$25,000+) and prospects, including individuals, corporations, and foundations, through visits and other forms of direct personal contact in accordance with performance targets set in collaboration with the FSCJ Foundation.

Establishes and maintains collaborative working relationships with the FSCJ Foundation, Board of Trustees, campaign Cabinet, development colleagues, Executive Leadership Team and appropriate volunteers and constituent groups to maximize the College's total annual and campaign gift revenue.

Assists and/or leads in short-and long-range strategic planning objectives including campaigns to create and implement fundraising goals and objectives.

Coordinates day-to-day college-based development strategies and activities to ensure integration into the College's overall development program.

Makes effective use of the College's prospect management database (Raisor's Edge) and other institutional resources to ensure appropriate management of donors, prospects, alumni, and volunteers in coordination with the College's objectives.

Conducts research to identify prospects, with an emphasis on major gifts exceeding \$25,000, and creates strategies to match prospects interests to the priorities of campaigns, specific campus units, and the College.

Researches, writes, and edits the preparation of proposals, case statements, reports, correspondence, and other development related communication materials in support of the Vice President, Advancement & Executive Director of the Foundation and the College President.

Plans and coordinates programs and activities designed to increase the visibility of the alumni association to both internal and external constituencies.

Manages the annual giving program, through the annual giving coordinator, direct mail, e-solicitations, and social media.

Ensures that the Foundation Scholarship Navigator works closely with the financial aid office to correctly award Foundation scholarships per donor gift agreements and annual reporting to scholarship donors for stewardship purposes.

Performs other related duties, as required.

### **SUPERVISION RECEIVED**

Supervision is received from the Vice President, Advancement & Executive Director of the Foundation.

### **SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree from a regionally accredited institution supplemented by five (5) years of related experience.

### **PREFERRED QUALIFICATIONS**

Master's degree from a regionally accredited institution. Seven (7) years of experience in fundraising, major gifts, prospect management, campaign management, and/or non-profit experience, preferably in higher education. Experience with donor management software suite, preferable Raiser's Edge. Certification that shows knowledge of the field of grantsmanship, such as the Grant Professional Certified (GPC), Certified Fund Raising Executive (CFRE), or comparable.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

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

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, brochures, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate effectively in standard English.

Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

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

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to utilize college algebra and descriptive statistics.

**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 rapidly and accurately in operating computers and modern office equipment and machinery.

**Manual Dexterity:** Requires the ability to handle a variety of computers and office machines, etc. 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 giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**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). Must be able to communicate via telephone.

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions.

**Effective:** 11/6/23