

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2026**

**DIRECTOR OF DEVELOPMENT – MAJOR GIFTS**

**FLSA STATUS: EXEMPT – PAY GRADE: 25 – P**

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

**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 objectives to support Foundation fundraising goals and College initiatives. With a primary focus on securing gifts of \$50,000 and above, this position plays a critical role in advancing the mission of the FSCJ Foundation by building long-term, meaningful relationships with individuals, families, foundations, business partners, and alumni, whose philanthropic interests align with the College’s strategic priorities.

Depending upon assignment, this role may also lead engagement and relationship management with alumni and other key constituent groups as part of broader advancement and fundraising efforts. Strategic support for alumni engagement may include the planning and execution of alumni engagement initiatives and events, and collaboration with Institutional Advancement and Foundation leadership to strengthen alumni participation and philanthropic support.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES** *(depending upon assignment)*

Manages an assigned portfolio of 100-150 major gift prospects and donors, and/or alumni constituents, developing and executing individualized engagement strategies that result in significant philanthropic support and sustained engagement.

Identifies, cultivates, solicits, and stewards major gift donors (\$50,000+) and prospects, including alumni and other key constituents, through prospect research, visits and other forms of direct personal contact in accordance with performance targets set in collaboration with the FSCJ Foundation.

Works closely with advancement leadership to research and identify prospects, with an emphasis on major gifts exceeding \$50,000.

Develops compelling, donor-centric proposals in collaborating with Foundation colleagues, academic leadership, and appropriate staff.

Supports Foundation, College and engagement events that lead to strengthening major donor relationships, enhancing alumni participation and/or securing new major gift prospects.

Collaborates with the donor relations and advancement leadership to ensure timely and personalized stewardship of major donors, and other assigned constituent groups, including impact reporting, recognition and ongoing communication.

Maintains accurate, up-to-date records of donor and constituent interactions, strategies, and proposals in the Foundation’s CRM system.

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Supports the work of the FSCJ Foundation Alumni Relations Committee, including meeting preparation, committee communications, and implementation of committee priorities.

Participates in prospect and engagement strategy meetings and contributes actively to overall Institutional Advancement Team planning and advancing fundraising goals.

Performs duties supporting the creation and maintenance of financial resources for students and institutional needs.

Performs other related duties, as required.

### **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 a regionally accredited institution and 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. Certification from Certified Fund-Raising Executive (CFRE) International as a 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 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:** 11/06/2023

**Revised:** 01/21/2026; 04/08/2026