

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

**DIRECTOR ADVANCEMENT SERVICES**

**FLSA STATUS: EXEMPT – PAY GRADE: 24-P**

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

**GENERAL STATEMENT OF JOB**

The Director of Advancement Services manages and oversees gift processing, prospect research and strategy, foundation accounting, and endowment reporting. The Director of Advancement Services serves as a primary liaison for gift and donor records, gift accounting, and the College's Office of Finance and Administration.

This position ensures the overall management of all strategic planning and procedures involving advancement operations, gift processing, biographical and financial records management and reconciliation, data oversight, quality control, and endowment reporting. This position drives operational metrics and reporting throughout the Foundation to ensure a disciplined approach to goals.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Provides long- and short-term planning for information services for advancement.

Oversees the development and updating of gift acceptance policies, data policies, and annual and campaign counting guidelines.

Serves as the primary manager of Raiser's Edge and Financial Edge for fundraising and prospect management.

Supervises report preparation, systems documentation, records maintenance, timeliness and efficiency of all gift processing, reconciliation and transfer of funds to appropriate accounts, and the deposit and acknowledgment of gifts.

Manages staff responsible for the processing and acknowledging of gifts, pledges, pledge payments, matching claims, memorial gifts, honorific gifts, prospect research/data analytics, accounting/audit functions, and endowment reporting.

Monitors the timeliness and efficiency of all operational processes and ensures that all corresponding links in the database are updated and maintained as gifts are processed.

Works closely with the Office of Finance and Administration and the FSCJ Artist Series and reconciles monthly giving, prepares documents for audits and quarterly payroll deduction giving, and provides information for the creation of IRS Form 990.

Ensures a timely and accurate data entry of gifts and/or biographical information including gift coding, fund compliance, and compliance with IRS regulations of gift substantiation, GASB regulations, CASE guidelines for development accounts, and College policies and procedures.

Oversees endowment and special gift designation functionality; ensures that donor gifts are managed and administered according to donor specifications and guidelines; ensures that reports to donors are made in a timely and accurate manner; and coordinates with other campus departments, such as Student Financial Aid, to ensure that gift/ scholarship monies are applied in a timely and accurate fashion.

Performs gift and donor management and oversight to optimize Foundation assets used to support student financial aid and scholarship needs.

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 in advancement operations/services, fundraising operations, donor relations, and accounting/audit practices.

### **PREFERRED QUALIFICATIONS**

Bachelor's degree in accounting, finance, business administration, or related field, supplemented by experience with Raiser's Edge and Financial Edge, PeopleSoft, audits, fund accounting, endowment reporting and campaigns, preferably in higher education.

### **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:** 12/6/23