

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2025**

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 prospect research and strategy for the Institutional Advancement Team and all of its campaigns and initiatives. This position conducts and facilitates research on individuals, private businesses, public corporations, philanthropic foundations, and integrates data gathered from various public and published sources into the donor management system for retrieval and analysis. The Director of Advancement Services prepares profiles, verifies research data, provides proactive research, analyzes data on a variety of constituents, and trains staff on the donor management system. This position is responsible for the oversight, optimization and strategic use of advancement related data systems and software, policy and reporting standards. This position also serves as the Institutional Advancement liaison to the Department of Athletics for all of its development efforts.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Advises development staff regarding new prospect possibilities and consults on the feasibility of research requests and special projects. Supports fundraising activities, initiatives, and programs and makes recommendations on changes to prospect research and fundraising processes.

Creates profile and data reports tailored to specific goals and/or objectives. Ensures tracking, secure storage and timely updates of profile data within the donor management system.

Develops, implements and provides long- and short-term planning for advancement information systems, services and tools.

Oversees the development and updating of information systems and data policies, and annual and campaign counting guidelines.

Leads the administration, optimization and strategic use of the donor management system for fundraising and prospect management.

Delivers training on donor management systems by creating materials, conducting sessions, and providing ongoing support in order to enhance staff proficiency and data integrity.

Directs and manages prospect research and strategy by identifying, evaluating, and prioritizing potential donors from individuals, businesses, corporations, and foundations in order to support fundraising campaigns and initiatives.

Reviews local and national news, business publications, economic trends, and business development to identify potential prospects and provides relevant information to development staff.

Collaborates with the Department of Athletics to support its development initiatives by providing donor and prospect information, generating reports, and coordinating event-related support in alignment with institutional advancement goals.

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

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 Associate Vice President for Institutional Advancement.

SUPERVISION EXERCISED

Supervision may be exercised over student assistants, as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited institution and 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 from a regionally accredited institution, and experience with Raiser's Edge, Financial Edge, PeopleSoft, audits, fund accounting, endowment reporting and campaigns, preferably in higher education. RE NXT Certification demonstrating proficiency in donor data management and fundraising CRM systems.

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: 12/6/2023

Revised: 8/26/2025