

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

DIRECTOR OF ADVANCEMENT RELATIONS

FLSA STATUS: EXEMPT – PAY GRADE: 23-P

**JOB FAMILY: INSTITUTIONAL ADVANCEMENT
JOB FUNCTION: BUSINESS SERVICES**

GENERAL STATEMENT OF JOB

The Director of Advancement Relations is responsible for driving community relations efforts that promote the College's mission, enhance institutional visibility, and foster strong relationships with external stakeholders. This position serves as a key liaison between the College and the broader community, including businesses, nonprofit organizations, donors and alumni and establishes high impact relationships. This position plays a critical role in fostering philanthropic support and community partnerships that contribute to student success and institutional growth.

CHARACTERISTICS DUTIES AND RESPONSIBILITIES

Develops strategic plans for the identification, cultivation, solicitation and stewardship of alumni, donors, corporations, and foundations.

Represents the College at community events, forums, and meetings to enhance institutional presence and influence.

Identifies and pursues opportunities for collaboration and partnerships that result in philanthropic support for college programs and student success.

Develops community engagement and donor relations plans and strategies aligned with institutional advancement goals.

Tracks metrics and provides strategic reports on engagement activities and community impact to internal stakeholders.

Provides regular updates on advancement and community relations initiatives.

Builds and maintains strategic relationships with selected community leaders, organizations, and strategic partners.

Inputs and maintains contact reports in the donor database, as appropriate and assigned.

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 Vice President of Institutional Advancement and Executive Director of the Foundation.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree in communications, public relations or a business-related field from a regionally accredited institution and three (3) years of advancement and community relations, public affairs related experience.

PREFERRED QUALIFICATIONS

Master's degree in communications, public relations, or a business-related field from a regionally accredited institution and experience with donor database systems.

**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 mainframe and personal computers, equipment, and related peripherals, and modern office. Tasks may require ability to lift, carry, push and or pull objects of light weight (12-20 pounds). 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 department records, documentation, figures, financial and reporting systems, and related 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 technical data, policy and procedure manuals, codes, etc. rendered in moderately complex terminology. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to adhere to accepted standards of business English, i.e., format, style, grammar, spelling, punctuation. Requires the ability to communicate with a broad array of individuals from various 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 the public, faculty, and staff under charge.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages; compute discount, profit and loss, ratio and proportion; interpret graphs.

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 accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May 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 occasionally high levels of stress, imposed by frequent deadlines, peak workloads, or staff 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: 12/6/23

Revised: 10/24/25