

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COORDINATOR - RESOURCE DEVELOPMENT - (ANNUAL FUND & ALUMNI)

PAY GRADE: P-11

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

This position performs professional work in the design and implementation of a comprehensive annual fund and alumni relations program. The focus of the program is to develop and enhance alumni involvement in the events, services and opportunities offered by the College, while leading alumni fundraising initiatives. Identify and implement specific strategies to cultivate and solicit annual giving prospects for annual giving purposes.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelors Degree from a regionally accredited institution of higher education in education, management or a related field required.
2. Years of experience in field: Two years professional experience in Alumni Relations, fund raising, public relations, or related field with a proven track record of success required. Experience working with committees and volunteers preferred.
3. Special skills or abilities related to position: Positive human relations skills. Good oral and written communication skills. Proficiency in Microsoft Word, Excel, PowerPoint and development software. Ability to develop and implement creative marketing and fund raising strategies. Excellent planning and organizational skills. Ability to concurrently handle multiple events and set priorities. Ability to independently travel to other locations for College business. Work in a fast-paced, demanding environment. Work effectively with populations representing diverse backgrounds, life experiences and abilities.

Revised 06/15/15

Revised 11/3/14 - Supervisor change

New 9/1/12

ESSENTIAL JOB FUNCTIONS:

1. Serve as the primary coordinator for the Annual Fund, including, but not limited to:
 - a) Recommending an Annual Fund Plan, including campaign goals, benchmarks, and timelines, and being accountable to same.
 - b) Assistance with maintaining the data base to support the Annual Fund campaigns.
 - c) Preparing monthly and other summative reports.
 - d) Preparing a budget and monitoring expenditures.
 - e) Managing the mass appeals and internal Annual Fund efforts.
 - f) Preparing a final summary report on all activities, with future recommendations
2. Work with marketing and Public Relations on communications to support Annual Fund campaign.
3. Provide staff support for the Alumni Association meetings.
4. Work with alumni on a selected number of alumni events (annual luncheon, Homecoming, graduation receptions and coordinate as necessary.
5. Coordinate activities and programs for engaging and cultivating alumni and annual fund donors/supporters. Promote networking among alumni and College personnel to promote the interests of the alumni and to strengthen the value of those interactions on behalf of the College using appropriate technologies and communication channels.
6. Select, enlist, and train all volunteers necessary in the annual giving and alumni relations program.
7. Provide support and assistance to other activities or programs as may be requested from time-to-time to successfully implement the annual fund/alumni resource development program.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires Moderate (up to 15 pounds) lifting and carrying
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and Bending.

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ENVIRONMENTAL CONDITIONS

- Works in an office environment

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Foundation

SUPERVISOR OF POSITION: Director of Development