

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: DIRECTOR OF DEVELOPMENT (CF Foundation)

PAY GRADE: P-5

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

The Director of Development provides leadership in the cultivation, acquisition, and stewardship of the Foundation's development effort, including major gifts, the annual campaign, alumni development and planned giving and the STEPS Program.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." 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: Bachelor's degree required. Master's degree preferred.
2. Years of experience in field: Three to five years' in fund-raising or related field required.
3. Special skills or abilities related to position: Ability to work independently with a team of professionals, volunteers, and staff; must be highly organized; must possess excellent people skills; must demonstrate excellent writing and speaking skills; must have reputation in community that engenders trust and respect; and must be accountable for meeting appropriate goals.

### ESSENTIAL JOB FUNCTIONS:

1. Provide leadership to the Foundation's development gifts effort, including major gifts campaigns.
2. Develop solicitation strategies and implement asks for gifts.
3. Administer the daily activities, and accompanying processes, of the development function.
4. Work with current Foundation activities and programs to solicit and cultivate donors.

ESSENTIAL JOB FUNCTIONS: (Continued):

5. Coordinate with Marketing, Public Relations and Community the preparation of appropriate case statements, proposals, illustrations and letters, brochures, and other marketing materials needed in the solicitation process.
6. Develop and implement a plan for regular calls and contacts for new and current donors (expect an average of eight (8) donor acquisitions contacts a week).
7. Develop a plan for contacting other professionals (attorneys, CPA's financial advisors, and other related professionals) who service clients who could make planned gifts to the Foundation.
8. Coordinate efforts of board members, staff, and others to involve them in the cultivation and solicitation process of major gifts.
9. Oversee and conduct appropriate prospect research on donors to use in the solicitation process.
10. Maintain a detailed record keeping system on prospective donors, calls made, and follow-up contacts, including monthly reports.
11. Work closely with database manager on development-related programs.
12. Manage and provide continuous support for all follow-up and recognition activities.
13. Supervise assigned staff.
14. Prepare an evaluation report on all major gifts and related activities on a semi-annual basis.
15. Provide other support and assistance to other activities or programs as may be requested from time to time to successfully implement the Foundation's development efforts.
16. Requires regular in-district and out-of-district travel.
17. Requires a valid Florida driver's license.
18. Ability to work a flexible schedule including evenings and weekends.

(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 accommodations 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 clearly 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 40 pounds) lifting and carrying.

PHYSICAL DEMANDS (CONTINUED):

- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

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

PRIMARY LOCATION OF JOB: Foundation Office, Enterprise Center, Ocala Campus

SUPERVISOR OF POSITION: Executive Director of Foundation