

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DONOR RELATIONS SPECIALIST – CF FOUNDATION

PAY GRADE: C-4

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

This individual is responsible for the implementation of a comprehensive donor stewardship program to engage various audiences and build key relationships with prospects, supporters, donors, board, and committee members at all levels through strategic cultivation and solicitation strategies as well as special events.

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: High school diploma or equivalent required. AA degree preferred. Experience in Donor Relations for a non-profit organization.
2. Years of experience in the field: Four years of demonstrated experience in planning, production, and management of meetings and special events. Fundraising experience preferred.
3. Special skills or abilities related to the position:
 - Strong writing skills and attentiveness to detail.
 - Excellent oral and interpersonal communication skills.
 - Demonstrated project management, time management, and organizational skills with the ability to manage details of multiple and complex projects within-firm schedules.
 - Excellent decision-making skills with the ability to be assertive in a variety of situations.
 - Ability to direct the activity of others.
 - Ability to work with diverse volunteers, including high-profile constituents of the College.
 - Ability to work nights and weekends as required.
 - Willingness to travel within the college district as required.

PREREQUISITES FOR POSITION (Qualification Standards):Special skills or abilities related to the position (Continued):

- Demonstrated proficiency with Microsoft Office including Outlook, Publisher, and Adobe design products.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students, and the public.
- Work in a fast-paced, demanding environment.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in words, action, and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's views of the world, personalities, and working styles.
- Conduct oneself in a manner consistent with the college's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicate and collaborate with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

ESSENTIAL JOB FUNCTIONS:

1. Initiate regular Foundation contact with a broad donor and constituent base to further develop a commitment to the college.
2. Assist with events that support fundraising initiatives, highlight the college's local and regional work, and attract new donors to the College. This includes assisting with all philanthropy events for the College Foundation, including receptions/events and campaign events for major donors and prospects, dedications, scholarship luncheons, and other events as directed by the Director of Development of the CF Foundation. Monitor and evaluate achievement of event targets and prepare reports on event outcomes and costs.
3. Serve as outreach liaison to all established STEPS relationships: STEPS donors, elementary schools with STEPS scholarships, STEPS scholarship recipients, and their families.
4. Coordinate scheduling of all STEPS awards presentations with donors, school administrators, presenters, and Foundation staff.
5. Provide support for all development staff and activities.
6. Set up and maintain specialized office files for STEPS scholarships.
7. Perform advanced donor prospecting research.
8. Manage and monitor stewardship plan and ensure it is undertaken in an effective and timely fashion.
9. Prepare information and communications such as departmental and individual donor reports, invitations to events, and mailing of publications.

ESSENTIAL JOB FUNCTIONS (Continued):

10. Prepare monthly development activity and donor relationship contact reports for the Foundation board.
11. Utilize database to produce thank you letters to donors.
12. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

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 essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- 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, Ocala Campus

SUPERVISOR OF POSITION: Director of Development - CF Foundation