

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DONOR RELATIONS SPECIALIST – CF Foundation

PAY GRADE: C-7

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.

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 field: Four years demonstrated experience in planning, production and management of meetings and special events. Fundraising experience preferred.
3. Special skills or abilities related to 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 college district as required.

Demonstrated proficiency with Microsoft Office 2007 including Outlook, Publisher, 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.

Special skills or abilities related to position (continued):

Present a professional image in word, action and attire.

Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view 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 broad donor and constituent base to further develop commitment to the college.
2. Plan and manage events that support fundraising initiatives, highlight the College's local and regional work, and attract new donors to the College. This includes managing 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 Vice President for Institutional Advancement. 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. Maintain current contact information for all STEPS recipients.
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.
10. Prepare monthly development activity and donor relationship contact reports for 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.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

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

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Vice President for Institutional Advancement