



**Job Title: Development Executive Director**

## **CLASSIFICATION DESCRIPTION**

---

**Department: Resource Development**

**Pay Grade: 121**

**FLSA Status: Exempt**

**Remote Work Eligible: Yes**

### **JOB SUMMARY**

This position: leads and manages the organization, planning and implementation of the major gifts program, leadership annual giving, planned giving and campaign initiatives; works closely with others to ensure all development activities are strategically advancing major gifts for the betterment of the College; and plans and implements an overall fundraising plan for the Foundation Development team along with strategies for donor identification, qualification, cultivation, solicitation and stewardship.

### **DISTINGUISHING CHARACTERISTICS**

Eligible to work remotely.

### **ESSENTIAL JOB FUNCTIONS**

- Serves as primary liaison to the SPC Foundation Board of Directors Development Committee to plan, organize, and implement fundraising engagement opportunities.
- Provides overall management for planned giving and major gift marketing initiatives and activities; collaborates with others on the creation of publications and press releases to support and steward fundraising activities; and collaborates with Grant area for joint fundraising opportunities.
- Develops fundraising strategies, priorities, timeframes, resource allocation, and budget.
- Provides staff leadership and manages all aspects of fundraising campaigns; ensures that campaign milestones are integrated into ongoing public relations outreach; grows major gifts and annual giving programs; and builds the planned giving program with a focus on deferred gifts.
- Leads a team of development professionals; holds weekly team meetings to assess lead and lag measures; maintains a schedule of engaging existing and new donors.
- Ensures that major gifts team is actively engaged in a sound and strategic prospect management process and is employing effective actions for prospect identification, qualification, cultivation, solicitation, and stewardship.
- Ensures that the team is focused on priorities, that prospect strategies are sound, that advancement activities are aligned, and that appropriate initiatives are taken in a timely manner.

Prepared: February 2023

- Communicates and negotiates professionally and effectively as a collaborator, decision maker, and problem solver.
- Manages and cultivates a personal portfolio of prospects and donors in every stage of the major gifts cycle with a focus on building relationships.
- Leverages gift opportunities; executes gift agreements for endowments; and develops proposals and other written donor documents.
- Collaborates with database administrator on record keeping; evaluates progress towards goals, and prepares and presents periodic reports on fundraising to the Foundation Board and senior leadership.
- Develops and supervises team fundraising goals and metrics; develops key performance indicators and assesses outcomes for departmental initiatives and activities working; reports associated metrics; and makes data-driven decisions regarding plans and actions.
- Oversees business operations; supervises assigned staff.
- Ensures that data related to prospects and donors is recorded and tracked.
- Communicates frequently and thoroughly with staff as well as the College community regarding campus initiatives and programs; works closely with College departments to understand departmental needs and work with donors to match funding to needs.
- Diversifies fundraising and responds to the growing needs of the College.
- Represents SPC and Foundation at various events and meetings.
- Performs other duties as assigned.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Bachelor's degree; five (5) years of fundraising and supervisory experience in a leadership role, preferably in higher education, with a record of success in fundraising and experience in campaign fundraising a plus; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### Knowledge of:

- Donor and fundraising principles;
- Strategic planning principles and goal setting;
- Gift agreements for endowments;
- Prospect research, cultivation and stewardship;
- Higher education system policy and procedures;
- SPC history, mission and objectives;
- Applicable federal, state, and local laws, rules, and regulations; and
- Computers and related software applications such as Blackbaud Raisers Edge NXT.

#### Skills in:

- Communicating, both verbally and in writing.
- Analyzing;
- Problem solving;
- Work with many constituents including faculty, staff, students, Foundation Board of Directors, Board of Trustees, Provosts, Deans and community leaders; and
- Leading and managing others.

#### Ability to:

- Be a self-starter;
- Initiate donor visits and calls;
- Commit to goals;
- Identify new prospects for SPC;
- Translate College-wide priorities into strategic fundraising plans; and
- Motivate and empower employees to achieve priorities and fundraising goals;

## **CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

N/A.

### **PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

<b>Physical Activities</b>		<b>Physical Activities</b>	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.		Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

### **TYPE OF WORK**

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

## **WORK ENVIRONMENT**

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.*

***St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.***