



Job Title: Development Officer

CLASSIFICATION DESCRIPTION

Department: Resource Development

Pay Grade: 111

FLSA Status: Exempt

Remote Work Eligible: Yes

JOB SUMMARY

This position is responsible for identification, cultivation, solicitation, and stewardship of planned (estate) gifts, major gifts, scholarships, and high-end annual gifts for fund raising purposes in support of St. Petersburg College from alumni, friends, corporations, foundations and faculty/staff. Responsibilities may include, depending on assignment: development and execution of planned giving and major gift strategies; management of a portfolio of major gift donors; representation of SPC at public functions and community/campus events; assistance in planning and executing solicitation and stewardship events involving others; evaluation and updating of marketing materials for events involving sponsors and donors; and creation of website content. In addition, responsibilities may include, depending on assignment: overseeing the scholarship process and related system maintenance; creating the scholarships and establishing criteria for each; coordinating candidate selection with appropriate committee; coordinating transfer of funds to Financial Aid; and ongoing promotion of program and related events.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Provides meaningful experiences and engagement for SPC's donors and supporters.
- Stays current on SPC's academic and community outreach programs.
- Researches and identifies prospects through a variety of databases and resources including Raiser's Edge (donor database system), iWave, LinkedIn, social media, and news articles.
- Identifies new donor prospects; leverages existing relationships; initiates phone calls; follows up with calls and emails; attends events before/after the "normal" working day (including weekends); and moves the prospects through the donor pipeline.
- Creates new Planned Giving (estate gifts) strategies for the Foundation including researching SPC's known estate gift donors and reviewing/updating the database with information learned about known donors.

- Researches planned giving platforms; interviews and chooses collateral partners for creating a detailed website for giving; and manages and updates content for donors/potential donors.
- Provides stewardship for existing donors; reviews profiles; initiates contact; and follows-up with meetings, calls, emails and other ways to establish and maintain their connection to SPC.
- Participates in strategic planning for special events such as the 100th Anniversary Campaign, including: reviewing of prospect; editing marketing materials; and assisting with the creation of a master calendar for donor and prospect engagement.
- May manage the scholarship awards each semester including application, selection, funding, promoting, and data management processes; oversees assigned workers.
- Updates website content for new Foundation website by drafting content and meeting with SPC marketing team on a weekly basis.
- Prepares for and attends required and requested meetings; shares content related to development work as appropriate.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree; three (3) years of related work experience; 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:

- SPC's various programs, initiatives, etc.
- Strategic planning principles;
- Program management;
- Database development methods, principles, and practices;
- Recordkeeping principles;
- English language, grammar, and punctuation;
- Report preparation:
- Stewardship principles;
- Applicable federal, state, and local laws, rules, and regulations; and
- Computers and related software applications including websites.

Skills in:

- Planning:
- Organizing;
- Communicating, both verbally and in writing.
- Maintaining files and records;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Ascertain needs of the College;
- Quickly establish rapport with others:
- Monitor and assess database; and
- Apply and explain applicable laws, codes, regulations, policies, and/or procedures.

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)

Physical Activities		Physical Activities	
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.	
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.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.		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.	<u>X</u>
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.