



Job Title: Development Specialist

CLASSIFICATION DESCRIPTION

Department: Resource Development

Pay Grade: 108

FLSA Status: Exempt

Remote Work Eligible: Yes

JOB SUMMARY

This position manages a highly sophisticated database program and continually evaluates performance and effectiveness. Responsibilities may include: interfacing with donors, community leaders, and college leadership; designing/ implementation of database features, structure, and layout to optimize efficiency; researching and selection of third-party software provider; developing and implementation of program policies and procedures; assisting and training internal and external committees; providing donors accurate account information; providing recommendations for program enhancements; preparing donor correspondence; planning events; compiling and analyzing data; and preparing reports. In addition, The position is involved in the entire scholarship process including: overseeing promotion and outreach to students so they are aware of the scholarship application; working with students and references to submit their respective portions in scholarship database; facilitating scholarship selections through the different schools of study and hosting multi-day review group events; working as the liaison with Financial Aid and students to satisfy scholarship eligibility requirements; compiling thank you acknowledgements for donors; approving payment of the awarded scholarships; and planning and attending various events.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Researches and tracks prospective donors; cultivates donor relationships through special events, mailings, and other marketing activities.
- Conducts research to identify emerging needs, trends, best practices, funding opportunities, and/or other items related to assigned area of responsibility.
- Communicates with students about scholarship applications and outcomes; participates in the review committee selection process; coordinates with financial aid for proper fund placements; collects student thank you notes and distributes to donors; attends progress meetings; and promotes program at various events.
- Plans and executes the annual Donors and Scholars Appreciation luncheon.

- Manages a comprehensive database by designing and implementing database features, structures and layout; identifying software provider; monitoring and improving system performance and effectiveness; updating information in systems; and assisting training activities.
- Creates and reviews letters, forms, and other documents to and ensures compliance with regulations, policies, and procedures.
- Verifies, prepares, and updates various records in assigned database systems; prepares related reports to determine content and accuracy of data.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree in graphic design, marketing, communications, or a related field; two (2) 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:

- Program management principles;
- Strategic planning principles;
- Process improvement principles;
- Database development methods, principles, and practices;
- Recordkeeping principles;
- Grant sources and writing principles;
- English language, grammar, and punctuation;
- Report preparation techniques;
- Endowment fund stewardship principles;
- Applicable federal, state, and local laws, rules, and regulations; and
- Computers and related software applications.

Skills in:

- Establishing and following procedural and technical standards;
- Designing, developing and implementing applications;
- Training end-users on applications and systems;
- Compiling data and information;
- Writing and researching grants and other funding sources;
- Recognizing problems, identifying alternative solutions, and making appropriate recommendations;
- Maintaining files and records;
- Preparing a variety of business correspondence, records, reports, documents and forms;
- 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:

- 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.	
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.	X
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.	
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	X
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.	
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.	X	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.	

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 safe and secure work environment that may periodically have unpredicted requirements or demands.

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.