



Job Title: Senior Development Officer

CLASSIFICATION DESCRIPTION

Department: Development

Pay Grade: 116

FLSA Status: Exempt

Remote Work Eligible: No

JOB SUMMARY

This position is responsible for fundraising and coordinating daily activities of an assigned institutional advancement function. Duties include: strategic planning; cultivation of donors, alumni, corporations, prospects, and friends; implementing fundraising events designed to enhance donor engagement and increase financial support; creating promotional materials; making public presentations; and evaluating and improving on methods used.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Coordinates the development, evaluation, and implementation of institutional advancement program goals, objectives, activities, and initiatives; assesses consequences and outcomes of program initiatives.
- Researches private, corporate, and governmental funding agencies and programs; maintains relationship with agencies; and writes proposals to support the missions of assigned area of responsibility.
- Conducts research to identify emerging needs, trends, best practices, funding opportunities, and/or other items related to assigned area of responsibility.
- Evaluates program delivery and recommends modifications based on trends, technology, and needs assessment.
- Facilitates, leads, and/or participates in meetings, proceedings, special events, and committees; represents the Department at campus meetings and conferences; serves as a liaison between departments, external organizations, the general public, and other agencies.
- 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

Prepared: February 2023

Bachelor's Degree in Public Information, Communications, Marketing, or a related area; five (5) years of related marketing, media relations, development, or communications 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:

- Sales techniques;
- Techniques used in the development of funds for a foundation;
- Trusts, wills, and sources of gifts in the community;
- Strategic planning principles;
- Program management principles;
- Process improvement principles;
- Analytical methods and techniques;
- Recordkeeping principles;
- Grant sources and writing principles;
- English language, grammar, and punctuation;
- Report preparation techniques;
- Supervisory principles;
- Applicable federal, state, and local laws, rules, and regulations; and
- Computers and related software applications including websites.

Skills in:

- Compiling data and information;
- Researching grants and other funding sources;
- 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:

- Cultivate working relationships with professionals in the community;
- Prioritize and assign work;
- Establish and follow procedural and technical standards;
- Compile and analyze data;
- Identify emerging trends, needs funding opportunities, and/or best practices; 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	
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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 weekend.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

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.