



## Classification Description

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**Job Title:** Senior Foundation Specialist

**Pay Grade:** 109

**Job Code:** 3766

**FLSA Status:** Exempt

### **Job Purpose**

This is a professional position providing advanced level administrative support and management essential to the operational and financial development processes of the Florida SouthWestern State College Foundation. The Senior Foundation Specialist will have primary responsibility for supervising Level I and II Foundation Specialists in carrying out all aspects of financial development and corporate sponsorship support. The incumbent shall be instrumental in developing and providing leadership in tracking and managing donor relationships and stewardship practices for corporate donors as well as stewardship of other philanthropic gifts. The Senior Foundation Specialist shall provide communication to the Foundation Board of Directors and Executive Committee and shall be instrumental in the planning and implementation of all Board Meeting agendas, minutes and notices.

### **General Responsibilities**

#### **Essential Functions**

##### Oversees Corporate Gift Administration and Support

- Reviews memos of understanding for corporate sponsorships for inclusivity and accuracy.
- Provides leadership and establishes best practices for documenting and recording delivery of benefits to corporate sponsors in order to complete successful audits.

##### Raiser's Edge Administration

- Serves as the administrator of the Foundation's Blackbaud fundraising software package. This will include being a primary contact for Blackbaud on all matters including responsibility for setting up and providing basic training to staff users.
- Manages a comprehensive, accurate and efficient Raiser's Edge database system for College donor and development operational records.
- Manages the documentation of Gift Agreements, named funds, major and special gifts, etc. for audit and practical purposes, as needed.
- Provides documents and necessary information to Foundation CFO in the annual audit process of Foundation finances. Upon request produces documents and payments, creating reports on various gifts and donors as required by the auditor.

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### Reporting and Research

- Produces regular reports on gifts received and development staff activity utilizing Raiser's Edge.
- Produces specific, detailed analytical reports pulled from the Raiser's Edge database, as requested.
- Produces detailed year-end statistical reports, as requested, for creation of the next year's Foundation budget. Prepares the Annual Report and provides information to the VP of Institutional Advancement and the College President.
- Develops detailed and strictly confidential donor prospect research utilizing various online products provided by the Foundation. Research to include reported and confirmed assets; previous history of charitable giving; residences and contact information; family, friends and acquaintances; educational background; business and professional background; memberships and community service.

### Board Administration

- Provides direct communication with appropriate personnel within Institutional Advancement to produce the physical Foundation Board of Directors and Executive Committee meeting packets.
- Establishes protocol and manages all aspects of execution and follow up reports for the Foundation Board of Directors meetings as well as the Board Executive Committee meetings. This includes, but is not limited to, all meeting room arrangements, noticing the meeting, providing accurate indexing of voting results and documenting the meetings through accurate minutes, which are posted.
- Provides appropriate department leadership as directed, to provide administrative support for the Foundation's five standing committees: Audit, Finance, Governance, Investment, and Planned Giving.

### FSW Stewardship

- Provides and is responsible for ongoing communication with appropriate department leadership, as directed, regarding receipt/intent of donor gifts and follow up correspondence as part of the stewardship program.
- Provides leadership in selection and distribution of stewardship benefits. This includes acquisition and accounting for stewardship items such as FSW swag, BB Mann tickets, FSW Suncoast Arena suite usage. Additionally, shall produce and review acknowledgement letters and communication in the interest of best stewardship practices.

### FSW Foundation Events

- Provides supervision for various Foundation events including, but not limited to, creating mailing lists, mailing event invitations, tracking event RSVP's, event site support, as well as initiating and directing the execution of event follow up plans.
- Directs appropriate department staff to routinely maintain and distribute the Institutional Advancement Special Events Calendar to all appropriate internal departments.

### Fee Awards

- Provides oversight to the Fee Award program by accepting quarterly application for the awards and documenting the data.
- Provides communication regarding Fee Award applications to the Fund Administrators in order for them to make informed decisions regarding Fee Award recipients.

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- Logs all Fee Awards data and provides award information to recipients.

Provides and maintains cellular telephone and high-speed internet technology services, which allows immediate accessibility to the College through text and voice messages by cellular phone, and responds as needed.

Performs 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 duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Bachelor's degree from a regionally accredited institution of higher education.

Three (3) years full-time related professional work experience. Appropriate combination of education and experience may be substituted.

Excellent organizational talents, strong oral and written communication skills and logical analytical and problem resolution ability.

Personal and educational philosophy compatible with the goals, objectives and mission of Florida SouthWestern State College and the Florida SouthWestern State College Foundation, Inc.

Demonstrated experience using a personal computer, office software such as MS Office with particular proficiency in Microsoft Word and Excel required including accurate spelling and typing skills.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- 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.

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- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- 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 communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: April 18, 2018. Revised: December 4, 2018, July 1, 2023.