



Classification Description

Job Title: Chief Operations Officer, Foundation

Pay Grade: Administrator

Job Code: 3818

FLSA Status: Exempt

Job Purpose

The Chief Operations Officer works in conjunction with the Foundation CFO and the Foundation Executive Director to manage and implement the budget approved by the Executive Committee. Additionally, this position interfaces with all official committees appointed and approved by the Foundation Executive Committee including the Foundation Investment Committee and the Audit Committee. This position reports to the Executive Director of the Foundation. This is an administrator on annual contract position.

General Responsibilities

Essential Functions

Foundation Development:

- Develops an active and strategically composed board of directors to govern the fiduciary responsibilities of the Foundation and materially participate in the development process.
- Develops and implements a fiscally sound budget.
- Exercises and develops internal financial systems and controls in conjunction with the Foundation CFO.
- Provides oversight for development of operational policy and procedures.
- Recruits and develops talented team members focused toward the ultimate goal of significantly increasing constituent involvement and fund raising outcomes.
- Provides executive-level support to Foundation leadership in the development and implementation of special projects and emerging capital needs.
- Supervises Director of Corporate Sponsorship and office support staff.
- Collaborates with Director of Corporate Sponsorships on implementing a plan for developing a comprehensive corporate sponsorship program for all aspects of Florida SouthWestern State College.
- Provides input for the creation of and oversees the approved corporate sponsorship program budget.

Database Administration, Analytics and Prospect Research:

- Supervises and manages database administration, report programming, gift processing, biographical records maintenance, and monitoring process toward annual, endowment and capital fundraising goals.

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- Disseminates routine reports to Development staff.
- Ensures the maintenance of accurate contact information and financial records for active prospects and donors including full compliance with reporting requirements and detailed records of solicitation activities.

Marketing & Image:

- Working with the Stelter Company and IT, produces an interactive Foundation Website including the dissemination of regular electronic newsletters to donors, prospects and alums.

Stewardship Administration:

- Ensures accurate donor records are kept and that every gift is properly recognized.

Performs other duties as assigned.

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.

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 in communications, business administration or related field.

Five (5) years full time professional work experience in fundraising.

Knowledge of or ability to master donor software and relational donor databases such as Raisers Edge.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Ability to work a flexible schedule to include nights and weekends.

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.

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- 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.
- 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: February 19, 2019.