



Classification Description

Job Title: Foundation Specialist I

Pay Grade: 105

Job Code: 4150

FLSA Status: Exempt*

Job Purpose

This is a professional position which provides advanced level administrative support essential to the operational and financial development processes of the Florida SouthWestern State College Foundation. The Foundation Specialist will have primary responsibility for all aspects of the Raiser's Edge Fundraising software package as well as web based research products for which the Foundation holds subscriptions. The incumbent must have or quickly develop an expertise in these applications, develop and produce various reports as needed and create detailed profiles on prospective donors.

General Responsibilities

Essential Functions

Maintains an accurate and efficient system of Foundation gift cash and check receipts.

Receives, logs, posts and receipts all gifts daily using Raiser's Edge software.

Initiates invoices and pledge reminders to various businesses and individuals.

Produces and processes all appropriate gift acknowledgement letters.

Works with the office of DSO Finance to assure that cash deposits are properly conveyed and accurate information is provided for Foundation accounting.

Maintains a comprehensive, accurate and efficient Raiser's Edge database system for College donor and development operational records.

Maintains hard copy files of Gift Agreements, named funds, major and special gifts, etc. for audit and practical purposes, as needed.

Assists DSO Finance staff in the annual audit process of Foundation finances. Support includes, but is not limited to, preparing/locating documents and payments, creating reports on various gifts and donors as required by the auditor.

Provides regular reports on gifts received and development staff activity utilizing Raiser's Edge.

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Provides specific, detailed analytical reports pulled from the Raiser's Edge database, as requested.

Provides detailed year end statistical reports, as requested, for creation of the next year's Foundation budget, preparation of the Annual Report and to provide information to the VP of Institutional Advancement and the College President.

Conducts 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.

Provides general office support by answering and properly directing all calls on the main Foundation telephone line and professionally greeting visitors to the Foundation office ensuring that they are connected to the appropriate Foundation staff person.

Places orders, replenishes supplies and maintains inventory of all office supplies.

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

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

Two (2) years full-time or four (4) years part-time related professional work experience.

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 ability to learn new software programs quickly and efficiently particularly Blackbau's Raiser's Edge.

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.

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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.
- 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.

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Environmental: Normal general office.

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

*If salary does not meet the FLSA salary threshold of \$35,568 (eff. January 1, 2020) position is non-exempt.

Approved: December 12, 2014. Revised: January 1, 2020 and July 1, 2023.