



Classification Description

Job Title: Foundation Specialist II

Pay Grade: 108

Job Code: 3690

FLSA Status: Exempt*

Job Purpose

This is a professional position providing 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 corporate sponsorship support and will be instrumental in developing and providing stewardship practices for corporate donors as well as stewardship of other philanthropic gifts. The incumbent shall develop and produce various agreements and reports as needed and create detailed profiles on prospective corporate donors.

General Responsibilities

Essential Functions

Corporate Gift Administration and Support

- Develops memos of understanding for corporate sponsorships.
- Develops agreements with corporate sponsors.
- Tracks benefits associated with corporate sponsorships and initiates activation.
- Coordinates with corporate sponsors to acquire logos and commercials.
- Disseminates corporate donor sponsorship information to various college departments who are instrumental in delivering benefits such as ribbon board activation and other corporate package benefits.

Raiser's Edge Administration

- Serves as one of the administrators for the Foundation's Blackbaud fundraising software packages. This will include being a primary contact for Blackbaud on all matters including responsibility for setting up and providing basic training to staff users.
- 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.

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Reporting and Research

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

Board Administration

- Works with appropriate personnel within Institutional Advancement to produce the physical Foundation Board of Directors and Executive Committee meeting packets.
- Works with appropriate department leadership and other staff, as directed, to provide administrative support for the Foundation's five standing committees: Audit, Finance, Governance, Investment, and Planned Giving.

FSW Foundation Scholarships

- Serves as a member of the FSW Foundation Scholarship Review & Award Committee.
- Assists appropriate department leadership, as directed, to create and distribute annual scholarship reports to donors.
- Maintains ongoing communication with appropriate department leadership, as directed, regarding receipt/intent of donor gifts and follow up correspondence as part of the stewardship program.

FSW Foundation Events

- Provides assistance with the coordination and set up 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 assistance with event follow up plans.
- Provides assistance to appropriate department leadership, as directed, with routine maintenance and distribution of the Institutional Advancement Special Events Calendar to all appropriate internal departments.

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.

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Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education or (5) years full-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 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 experience using a personal computer, office software such as MS Office and electronic mail.

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.
- 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.

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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.

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

Approved: April 27, 2016. Revised: October 25, 2016, August 8, 2017, January 1, 2020. Revised: July 1, 2023.