



## Classification Description

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**Job Title: Foundation Specialist II**

**Pay Grade: 109**

**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 II will have primary responsibility for assisting with 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

- Assists with the development of agreements with corporate sponsors.
- Tracks benefits associated with corporate sponsorships and initiates activation.
- Coordinates with corporate sponsors to acquire logos and other information.
- 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.
- Tracks pledge payments and initiates past-due stewardship.

##### Board Administration

- Provides leadership and administrative support for the foundation board and committees.
- Works with appropriate personnel within Institutional Advancement to produce all foundation board and committee meeting packets.
- Establishes protocol and manages all aspects of execution and follow-up reports for the foundation board and 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.

##### FSW Foundation Events

- Provides coordination, set up, and follow-up for various Foundation events including, but not limited to, mailing-invitations, tracking event RSVPs, event setup and support.

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### Departmental Administration

- Assists Foundation Finance staff in the annual audit process. 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 specific, statistical, detailed analytical reports as requested.
- Assists as needed with the foundation stewardship program and donor reports.
- Provides advanced level administrative assistance to all areas of the foundation to include, but not limited to, payment requests, supply procurement, timely communication distribution and liaison with College departments to ensure the smooth operations of the foundation.
- Manages all aspects of the foundation's loge in the BB Mann Performing Arts Hall.

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 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 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.

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- 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: April 27, 2016. Revised: October 25, 2016; August 8, 2017; January 1, 2020; July 1, 2023; July 1, 2024; and August 13, 2024.