



Classification Description

Job Title: Philanthropy Officer, FSW Foundation

Pay Grade: Administrator

Job Code: 4388

FLSA Status: Exempt

Job Purpose

The Philanthropy Officer is charged with identifying, cultivating, soliciting and stewarding high-net-worth (HNW) individuals to secure significant financial support for FSW State College Foundation. This position manages a portfolio of extraordinary donors and prospects, develops and implements effective solicitation strategies, and fosters long-term relationships to achieve the College's philanthropic objectives. The Philanthropy Officer adheres to the highest ethical standards. This is a College Administrator on annual contract position.

General Responsibilities

Essential Functions

Identifies, cultivates, solicits, and closes major gifts from HNW individuals, focusing on donations of \$250,000+.

Manages a portfolio of up to 150 major gift prospects, guiding them through the discovery, cultivation, solicitation and stewardship phases of relationship building.

Develops and implements short-term, intermediate, and long-term major gift nurturing and invitation strategies for individuals.

Builds and maintains strong relationships with major gift donors, understanding their interests, passions, and values to align with the College's mission and objectives.

Develops and executes stewardship strategies to ensure the retention and upgrading of major gift donors, including timely and appropriate recognition.

Collaborates with the Chief Philanthropy Officer, the Executive Director of the FSW Foundation, College leadership, and other development staff to design and implement the College's major giving program.

Develops a major gifts plan, including setting individual goals for each donor based on their giving history and potential.

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Analyzes and predicts donor propensity, capacity, and enthusiasm to give, gathering pertinent data to determine the best candidates for the major gifts program.

Prepares compelling proposals and solicitations for major gifts, and conducts direct, face-to-face solicitations with potential donors.

Maintains accurate, timely records of all interactions with donors using RE NXT and submits monthly performance reports.

Communicates the College's mission clearly to prospective contributors and ensures that all prospective and existing donor interactions are documented and tracked.

Supports and participates in relationship-building and donor recognition.

Attends community and networking events to share the College mission.

Works closely with the College's board members, staff leaders, and other external stakeholders to coordinate and execute long-term fundraising initiatives.

Collaborates with the Foundation and College marketing teams to strategize and execute recognition for major donors and prospects.

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 perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree in non-profit management, marketing, communication, business, public administration, educational administration or a related field.

Five (5) years of professional, nonprofit fundraising experience, preferably in higher education. An appropriate combination of education and experience may be substituted.

Organizational longevity and a documented track record of major gift fundraising and campaigns.

Strong interpersonal and communication skills, both written and oral.

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Knowledge of effective private fundraising strategies.

Proficiency in using donor technology platforms to research and manage records.

Ability to authentically connect with potential donors, promote the College vision, mission and outcomes, and establish effective relationships with diverse individuals.

Robust understanding and commitment to best practices in every area of the donor lifecycle.

Proficiency in written and verbal presentations and the ability to interact with management, board of directors, donors and community leaders.

Strategic thinking acumen and the ability to simultaneously manage the big picture and the detailed steps required to achieve organizational goals.

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.

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.

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- 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, 2025. Revised: March 3, 2025.