

## **Southern Scholarship Foundation Director of Development Position Description**

**SOUTHERN SCHOLARSHIP FOUNDATION:** For 63 years, Southern Scholarship Foundation has supported students who lack financial resources, demonstrate excellent academic merit, and exemplify good character attend institutions of higher education through rent-free housing and cooperative living scholarships.

**POSITION SUMMARY:** Reporting to the President/CEO, s/he will be responsible for building a successful, comprehensive fundraising and engagement program to provide funding for rent-free housing and cooperative living scholarships to students attending one of SSF's seven partner institutions.

### **OVERALL RESPONSIBILITIES:**

-  Direct and manage a comprehensive annual fundraising program including new donor development (with an emphasis on SSF Alumni), renewals and stewardship.
-  Identify, cultivate, manage, solicit and steward individual major donor prospects in collaboration with the President/CEO.
-  Implement and manage culture of philanthropy with SSF board of directors, staff, residents and key stakeholders.
-  Plan and manage Capital Campaign in support of future plans for renovations and expansions.
-  Plan and implement donor cultivation and prospecting events including donor dinners, Giving Society Gala, and house champion/sponsor meet and greets.
-  Build, maintain and nurture long-term relationships with individual, corporate and foundation donors.
-  Manage annual grant calendar and prepare grant proposals to secure approximately \$300,000 annually in funding from private foundations.
-  Manage Football Parking events for all FSU & UF home football games.
-  Manage planning Alumni Events and support other organization-wide events.
-  Develop direct mail strategies to secure annual donations from current, lapsed and non-donors.
-  Participate in budgeting and long-range planning in collaboration with the President, staff and board of directors.
-  Identify new individuals, organizations and/or civic clubs to serve in house champions/sponsor capacity when needed.
-  Manage sponsor letter stewardship program for SSF supporters.
-  Record all meetings and discussions with individual, corporate and foundation supporters in eTapestry.
-  Represent SSF at civic club meetings, community partners, donor events, and other public relations events when necessary.
-  Oversee and/or undertake donor stewardship activities.
-  Supervise communications and development support staff.
-  Other duties as assigned.

**KEY RELATIONSHIPS:** President/CEO, Board of Directors, Development Committee, SSF Alumni and Donors.

## **POSITION SKILLS & QUALIFICATIONS:**

-  Bachelor's degree in English, Communications, Journalism, Business, Marketing or related field and at least five years' experience; or equivalent combination of education and experience.
-  Excellent organizational and management skills, including a demonstrated ability to efficiently plan, organize and manage projects with limited direct supervision.
-  Mature, detail-oriented, able to work well under deadlines and work independently, collaboratively and with a team, solving problems in a resourceful manner.
-  Must be a team player with a strong work ethic and must lead by example with high regard to professionalism, integrity, and working with a sense of urgency.
-  Strong written, oral and interpersonal communication skills.
-  Flexibility to adapt to changing priorities and needs of the organization.
-  Excellent knowledge of MS Office and Adobe Reader required, familiarity with BlackBaud eTapestry is a plus.
-  Experience originating, leading, planning, budgeting, and executing events preferred.
-  Impeccable attention to detail and follow up.

**LOCATION:** Tallahassee, Florida

**EVALUATION:** Job performance will be evaluated based upon the above expectations and additional specific goals as identified by the Director of Development of the Foundation and President/CEO.

**SALARY RANGE:** Full-time, exempt employee. Salary range \$55,000 - \$65,000 with full benefits.

**APPLICATION PROCESS:** Please send your cover letter and resume to [jobs@SouthernScholarship.org](mailto:jobs@SouthernScholarship.org) or apply through Indeed.com with your cover letter and resume. Applications without both documents will not be considered. Applications deadline is July 29, 2018 at 11:59 PM.

EOE/ADA