

SOUTHERN SCHOLARSHIP FOUNDATION DEVELOPMENT ASSOCIATE JOB 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, cooperative living housing.

POSITION SUMMARY: Reporting to the Director of Development, s/he will support the development and operational activities of Southern Scholarship Foundation. S/he will assist in the development and implementation of SSF's strategies and tactics for annual fundraising responsibilities, which include event planning, grant writing and reporting, and young alumni stewardship and cultivation. The individual will manage and execute administrative tasks for SSF, and serve as the liaison for the SSF Board of Directors. The Development Associate is an integral part of the Southern Scholarship Foundation staff and plays a significant role in advancing the fundraising and operational efforts of the organization. The general duties are outlined as follows but are not limited to these activities.

RESPONSIBILITIES:

Support Development Activities (60%)

- Manage and Implement Young Philanthropist Society through education and stewardship.
- Assist with SSF grant management to ensure approximately \$400,000 annually – grant writing, research and reporting.
- Plan and organize Foundation fundraising events in partnership with the Director of Development, to include Annual Education for Life 5K, Football Parking, Homecoming Events, Alumni Receptions, Board Events and others.
- Assist with implementation of annual social media campaigns.
- Conduct market and prospect research beneficial to the advancement of the Foundation.
- Support Director of Development with preparation of various mailings.
- Create reports and communications through eTapestry database for Board Committee Meetings, and prospect and donor stewardship and cultivation.
- Arrange receptions, meetings and visits for Director of Development and/or President/CEO when appropriate (alumni, Foundation, donors, etc.) including itineraries, reservations and ticket purchases.
- Represent SSF at civic club meetings, donor events, and other public relations events when necessary.
- Occasional evenings and weekend time is required.
- Availability for occasional overnight travel, evening functions, and weekend events.

Board Support (25%)

- Compile Board and committee agenda and packets.
- Draft and distribute Board and committee minutes.
- Manage Board calendar and communications.
- Plan and support Board events.

Administration/Office Support (15%)

- Oversee the general office support activities (processing mail, keeping office presentable, etc.).

- Manage Federal Work Study students in partnership with the Communications Specialist.
- Answer incoming phone calls.
- Maintain office schedule and invitations for large/group meetings on behalf of the President/CEO.
- Assist President/CEO arrange and prepare for board and committee meetings.
- Greet and assist visitors of the SSF office.
- Other duties as assigned.

POSITION SKILLS & QUALIFICATIONS:

- Bachelor's degree in English, Communication, Journalism, Business, Marketing or related field
- At least two 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.
- Experience promoting online material and generating traffic through website and social media.
- 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 eTapestry 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.

SALARY RANGE: Full-time, non-exempt employee. Salary range \$33,000 - \$35,000 with full benefits (medical, dental, paid leave, holidays, etc.)

APPLICATION INSTRUCTIONS: To apply, please email your cover letter and resume to jobs@southern scholarship.org, or submit through [Indeed.com](https://www.indeed.com), before 11:59 PM Eastern on August 26, 2018 Applications without both documents will be automatically disqualified. Only applicants selected for interviews will be contacted.

EOE/ADA