

# Director of Development at Northwest Florida State College

<b>Position:</b>	<b>Director of Development</b>
<b>Department:</b>	<b>Foundation</b>
<b>Hours:</b>	<b>Full-Time</b>
<b>Classification:</b>	<b>Administrative</b>
<b>Salary:</b>	<b>\$50,370.00-\$64,870.00</b>
<b>Location:</b>	<b>Building 400</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Application Deadline:</b>	<b>Review of Applications will begin immediately. Position will remain open until filled.</b>



## Qualifications

- Bachelor's Degree (Master's preferred)
- Minimum 7 years relevant work experience, preferably an institution of higher education or foundation.
- Possess thorough knowledge of donor identification, cultivation, and solicitation strategies.
- Possess strong verbal, written, organization and intrapersonal skills. Capable of motivating donors, volunteers, faculty/staff, and students.
- Be self-motivated and have the ability to work as a team member in a collegial environment.
- Possess computers skills including but not limited to Word, Excel, donor management software, and scholarship awarding software.

## Duties and Responsibilities

The individual filling the Director of Development position will design and execute a comprehensive strategic fundraising program to meet the philanthropic objectives of the NWF State College Foundation. The Director will qualify, cultivate, solicit, and steward donors and prospective donors to meet the College's strategic goals. The Director reports to the Executive Director, NWFSC Foundation.

- Directs the Foundation's ongoing efforts to meet or exceed established annual monetary goals. This includes creation of an annual development plan, cultivation of donors and prospective donors, as well as the preparation of fundraising materials, letters, proposals and donor agreements.
- Provides leadership to create, inspire, and maintain donor loyalty, interest, and enthusiasm through stewardship communication and activities designed to express recognition, appreciation, and the impact of their gift(s). Implementation of such stewardship initiatives may include, but should not be limited to, letters, communication of College initiatives, meetings, events, student engagement. or the facilitation of campus visits.
- Provides leadership for alumni program that meets the needs of alumni and furthers the goals of the College.

## Duties and Responsibilities - *continued*

- Serves as community advocate for the college and its programs and as a liaison to appropriate community task forces and organizations
- Provides leadership and direction for the Foundation Scholarship Program to ensure the timely and accurate awarding of scholarships; manage the scholarship award process to ensure appropriate disbursement and fiscal accountability.
- Facilitates meetings, communication, and informational exchanges related to philanthropic coordination with internal divisions such as academic affairs, athletics, and arts.
- Serves on such College committees, task forces, and councils as may be deemed appropriate.
- Participates in all Foundation Board meetings and leads all Development Committee meetings.
- Maintains systems for donor and prospect management.
- Effectively communicates organization's mission and represents the organization's culture to external stakeholders.
- As part of the College's risk management tool. annual mandatory compliance training is required.
- Performs other appropriate assignments and special projects as requested.

## Benefits

- College paid health insurance for employee, dependent coverage at employee's expense
- College paid basic life insurance for employee, additional coverage for employee and/or dependents at employee's expense
- College paid retirement with 3% employee contribution to the Florida Retirement System (FRS)
- Optional dental and vision insurance at employee's expense
- Sick and Annual (Vacation) Leave accrual
- Time off for designated holidays, winter break, and spring break
- 37.5 hour work week
- Flexible summer hours available
- Free tickets to designated Mattie Kelly and Raider Athletic events

## Apply Now

Provide a complete application package that includes **all** of the following:

- NWF State College Application
- Resume
- A cover letter explaining why you consider yourself qualified for this position
- Copies of unofficial transcripts. (*All degrees must be from a regionally-accredited postsecondary institution.*)

To apply for this position, please visit our website: <https://nwfsc.interviewexchange.com>, or Human Resources, Northwest Florida State College, 100 College Blvd., Niceville, FL 32578 (Tel. #850-729-5365). NWFSC offers an excellent fringe benefit package. If you are disabled and need accommodations in order to participate in the application/selection process, please notify Human Resources before the specified closeout date. All qualified persons will be considered on an equal basis. Any applicant grievance should be addressed to the Human Resources Director. NWF State College prohibits any form of discrimination on the basis of age, color, ethnicity, disability, marital status, national origin, race, religion, pregnancy, genetic information, gender identity, sexual orientation or gender in any of its programs, services, or activities. Preference will be given to eligible veterans and spouses of veterans for Career Service positions. NWF State College is an Equal Access/Equal Opportunity Institution and a Drug Free Workplace.

