

Director of Development

JOB SUMMARY: The Director of Development for the Barney Barnett School of Business and Free Enterprise serves to advance the College's BELIEVE: The Campaign for Florida Southern College. The Director of Development is responsible for serving as the lead development officer for the Barney Barnett School of Business and Free Enterprise. The primary duty of the Director is to bring in major gifts (gifts of \$25,000 or more) by identifying, cultivating, and soliciting prospects for major gifts on behalf of the School of Business and Free Enterprise. The director works closely with college administration and appropriate faculty of the college to cultivate potential donors.

ESSENTIAL FUNCTIONS:

- Meet personally with 16-20 individuals and/or organizations per month and actively manage a portfolio of approximately 100 major gift and leadership annual fund prospects for the Business School.
- Travel throughout Polk County, the state of Florida, and other areas nationally to cultivate and solicit major gifts, planned gifts, and leadership annual fund gifts.
- Develop high awareness and deep knowledge of Florida Southern College and the Barnett School in order to serve as a credible representative and advocate.
- The Director will work with the VP for Development to plan, coordinate and participate in fundraising calls for the Dean of the Barnett School, including calls to alumni, business leaders, foundations, and corporations to solicit annual support and sponsorships for the activities of the Barnett School.
- Identify and cultivate major gift prospects for capital, scholarship, and endowment gifts to the Barnett School.
- Contribute to the success of the Office of Development by performing all other duties as needed to drive the vision, fulfill the mission, and abide by the values of the College.

EDUCATION, WORK EXPERIENCE AND REQUIREMENTS:

- A bachelor's degree in Communications, Business, PR/Marketing or related area.
- A minimum of three years proven experience in development/donor solicitation or direct fund-raising, preferably in higher education.
- Fund-raising experience that demonstrates the ability to successfully establish long-term relationships with high-end constituents.
- Excellent interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- A knowledge of higher education development and advancement concepts, methods, and procedures; impeccable written and oral communication skills; a professional demeanor; a positive attitude; and the ability to keep confidences.
- Strong organizational and motivational skills necessary.
- A goals-oriented focus with a commitment towards achieving results.

PHYSICAL DEMANDS:

1. Occasionally required to lift and carry boxes of materials and equipment weighing 25-50 pounds.
2. Regularly required to sit, stand, and bend.

WORKING CONDITIONS:

1. Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
2. While performing the duties of this job, the employee is exposed to the typical office environment.
3. The noise level in the work environment is usually minimal.
4. The scope of the job requires travel as well as attendance at evening and/or weekend activities, meetings, events, seminars, and workshops and visits to donors in their homes and offices.
5. Assignment is campus-based and not intended for work from home though some remote work may be performed through virtual services if determined necessary by the College.

About Florida Southern College

Founded in 1883, Florida Southern College is the oldest private college in Florida. The College maintains its commitment to academic excellence through 70+ undergraduate programs and distinctive graduate programs in business administration, education, nursing, and physical therapy. Florida Southern has a 14:1 student-to-faculty ratio; is an award-winning national leader in engaged learning; and boasts 30 NCAA Division II national championships. It is ranked among the top 10 Regional Universities in the South by U.S. News and World Report; and is included in The Princeton Review's 385 Best Colleges, The Fiske Guide to Colleges 2020, and Forbes magazine's America's Top Colleges Guide. The College is committed to the development of the whole student through vibrant student life programs that prepare graduates to make a positive, consequential impact on society. FSC is conveniently located within an hour's drive of both Orlando and Tampa. FSC is home to the world's largest single-site collection of Frank Lloyd Wright architecture and was designated a National Historic Landmark in 2012. Named the "Most Beautiful Campus in the Nation" for two consecutive years by The Princeton Review and one of the nation's "Ten College Campuses with the Best Architecture" by Architectural Digest, Florida Southern is an internationally-recognized place of beauty and academic excellence.