



Position Description

Job Title: Development Officer

About Southern Scholarship Foundation: Through rent-free housing and cooperative living, Southern Scholarship Foundation (SSF) supports students who lack financial resources, demonstrate excellent academic merit, and exemplify good character attend institutions of higher education. SSF operates 26 scholarship houses for 470 students in Tallahassee, Gainesville and Fort Myers, Florida.

Position Summary: Responsible for managing annual giving, donor engagement programs, and supporting other development initiatives.

Essential Duties and Responsibilities include the following:

- Direct and manage a comprehensive annual fundraising program including new donor development (with an emphasis on SSF Alumni), renewals and stewardship.
- Plan and implement donor cultivation and prospecting events.
- Coordinate community engagement (House Champion) program.
- Manage football parking fundraiser for all FSU home games.
- Implement and lead two annual fundraising campaigns.
- Plan and implement alumni events and engagement.
- Develop strategies to secure annual donations from current, lapsed and non-donors.
- Maintain accurate records of all activities and interactions in tracking systems.
- Represent the organization at external events, conferences, civic clubs, and donor meetings, effectively promoting our mission and impact.
- Plan and implement events and activities (volunteer experiences, tours, receptions, friend-raisers, etc.) for individual donors, using existing activities as appropriate.
- Undertake donor stewardship activities and events.
- Accountable for achieving fundraising goals.
- Collaborate with team members across the organization.
- Manage and coordinate volunteer engagement and activities.
- Occasional overnight travel may be required.
- Occasional evening and weekend availability required.
- Assist with general office functions such as greeting visitors, answering phone calls, etc.

- Other duties and responsibilities as assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's Degree; three to five years related fundraising experience, special events, and donor cultivation/retention; or equivalent combination of education and experience.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies, but not limited to: Use of Technology, Problem Solving, Customer Service, Communication, Teamwork, Leadership, Ethics, Achievement Focus, Dependability, Initiative, Innovation, and Planning/Organizing.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have knowledge of MS Office and familiarity with a fundraising CRM is a plus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands: The physical demands 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 the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl and taste or smell. The employee may be required to occasionally lift up to 25lbs.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Location (On site): Tallahassee, Florida

Evaluation: Job performance will be evaluated based upon the above expectations and additional specific goals as identified by the Director of Development.

Compensation: Full-time, exempt employee. Salary range is \$50,000 - \$60,000, plus bonus on meeting target. Benefits include 100% employer paid health insurance premiums for employee, dental and vision for employee, short- and long-term disability coverage, employer match retirement, 15 days' vacation time, sick leave, winter holiday break, paid major holidays, employee assistance program, and more.

To Apply: Send your resume to jobs@southern scholarship.org with 'Development Manager' in the subject line, preferably with a cover letter. Applications may also be submitted through LinkedIn or Indeed. For priority consideration apply on or before 11:59 PM Eastern, January 29th, 2024.

We're an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.