



Broward College - Director, Annual Giving

Job Profile Summary

Reporting to the Associate Vice President of Development, the Director of Annual Giving will develop and implement a creative and comprehensive annual giving program at Broward College. As an advocate for the mission and programs of the College, plays a central role in managing the development and execution of targeted direct marketing appeals through all available mediums and tracking, analyzing, and reporting their results. Directly supports efforts to identify, cultivate, solicit and steward our alumni, faculty, staff, and donors to increase annual unrestricted financial support. Demonstrates a desire and willingness to support and collaborate with Communications, Alumni Engagement, Donor Relations, and Major Gifts to achieve results. Weekend and evening work required.

Candidate should be a strong communicator and self-starter capable of working as part of a team but, also taking on projects independently.

Minimum Education:

- Bachelor's degree required. Master's degree preferred.

Minimum Experience/Training:

- Six years in relevant fund-raising or sales experience, preferably in a non-profit environment and three years of management experience.
- Proven effective and progressive experience in facilitating annual giving goals and programs, coordinating with alumni (or constituent) engagement programs, and managing resources.
- Strong written, verbal, phone, email, and face-to-face communications experience, as well as volunteer and project management experience.
- An equivalent combination of education and experience may be considered.

Essential Functions:

- Daily -35%: Plans, executes, evaluates strategically aligned revenue and participation goals for annual giving program that generates unrestricted and budget-relieving revenue for the College. Streamlines annual goals on upgrade, renewal/retention, and acquisition of alumni, faculty, staff and friend donors.
- Daily -10%: Works with alumni engagement team to include annual giving to complement strategies to reach goals for alumni programming, commencement activities, networking opportunities, donor stewardship, and other approaches to embed basic elements of annual giving to ensure cohesive alumni strategy.
- Daily -10%: Works with communications team to design and facilitate an effective communications strategy for annual giving and alumni engagement identification, cultivation and stewardship. Regularly assess communications to key constituents for opportunities to refine and strengthen content and strategy.
- Daily -10%: Collaborates with donor relations and stewardship team to design and facilitate effective donor stewardship for annual giving donors, focused on retention and engagement.

- Daily -5%: Collaborates with database software team to design and utilize effective electronic giving opportunities.
- Monthly -5%: Plans and manages budget for area of responsibility.
- Daily -10%: Manages prospect pool for high end annual gifts. Maintains and improves biographical and contact information on annual donors and alumni to ensure data accuracy and advancing effective data-mining strategies.
- Daily -5%: Serves on the leadership team to help strategize and execute signature programs and events and incorporate annual giving opportunities when appropriate.
- Daily -5%: Responsible for people management of the area, including recommendation of staffing, hiring, termination, and discipline. Setting performance standards of volunteers.
- Other, as Needed- 5%: Performs related duties as assigned.

Knowledge, Skills and Abilities:

- Demonstrated knowledge, skills and abilities in the fundamental basics, best practices and current innovations in annual giving as well as understanding how they intersect with and complement alumni engagement
- Ability to manage diverse types of work assignments
- Ability to utilize database information to plan, facilitate and evaluate programs
- Ability to execute all forms of programming and communication (events, direct mail, telephone, volunteer management, personal solicitation, social media, and electronic solicitation).
- Models inclusive excellence through specific actions that support the College's diversity goals in the recruitment, hiring, and retention of talented and diverse faculty and staff
- Extensive functional knowledge and expertise in all aspects of own and related areas of the College, and pertinent interdependencies
- General understanding of the external environment and how it affects academia in general and Broward in particular, including political, legal, environmental, educational, financial and social influences
- Strong knowledge of College structure, policies and practices, and the impact on own area
- Strong supervisory and team building skills
- Ability to partner with others across the College and externally to exchange information, collaborate on projects, share resources, etc.
- Ability to influence others of the benefits/importance of an idea or plan of action and to gain their support or commitment
- Strong negotiation skills and ability to reach mutual points of agreement and benefit among peers and colleagues

Competencies

Leadership & Results Orientation

Inspires and generates enthusiasm and commitment for the vision, mission and core values of the College. Promotes employee growth and development through professional, technical, and academic programs and services. Makes effective decisions and produces results through strategic planning and development, implementation and evaluation of programs and policies. Sets goals and priorities that maximize the use of resources available to consistently deliver results; compares work performance and outcomes against standards to achieve quality results; holds self and others accountable for achieving results and achieving a standard of excellence

Diversity and Inclusion

Models inclusive excellence through specific actions that support the College's diversity goals in the recruitment, hiring, and retention of talented and diverse faculty and staff

Teamwork & Collaboration

Promotes quality teams through the effective use of the organization's performance management system (e.g. establishes performance standards, appraises staff accomplishments using developed standards, and takes action to reward and counsel as appropriate). Embraces and employs the diversity of individuals, cultures, values, ideas and communication styles in the achievement of common goals

Continuous Improvement & Quality Service Orientation

Anticipates, identifies, diagnoses and consults on potential or actual problem areas relating to program implementation and divisional goal achievement. Fosters an environment of respect, dignity, and compassion that affirms and empowers all of its members (students, faculty, staff, outside organizations, others you provide service to) while striving for the highest ethical standards and social responsibility

Innovation and Creativity

Successfully implements creative ideas to move the organization, processes, and systems forward. Introduces new concepts, models, practices and services that serve to improve the College's value in the community

Resource Management & Technology

Develops and implements the most emergent technologies for the unit utilizing methods and strategies that create environments that are flexible and responsive to the needs of local and national trends and the College's mission. Plans, organizes and manages resources to bring about the successful completion of specific project goals and objectives. Ensures the effective use of college resources, implements fiscally sound practices and environmentally sustainable initiatives

Job Title

Director, Annual Giving

Position Number

P0078706

Job Status

Full time Regular

Department

Development & Campaign

Location

Willis Holcombe Center

111 East Las Olas

Fort Lauderdale, FL 33301

Salary

\$55,000 - \$71,500 Salary commensurate with education and experience.

Work Schedule

Monday - Friday/Weekend/Varies

Hours Per Week

37.5

Posting End Date

Open Until Filled

Comments

To be considered for this position, a completed online employment application form along with a cover letter, resume and unofficial transcript are required.

FLSA Status

Exempt

Position Classification

Administrators

Special Instructions to Applicant:

For positions requiring a degree, the official transcripts are required upon hire.

An unofficial copy of the degree/transcript is acceptable during the application process and can be faxed to 954-201-7612. On the fax transmittal, please state clearly the position name(s) and position number(s) the transcript is to be attached to.

Foreign Transcript: Transcripts issued outside of the United States require a equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the application deadline.

All document(s) must be received on or before the closing date of the job announcements.

Employment is contingent upon successful completion of the required background screening process.

Diversity and Inclusion are a priority at Broward College Broward College is a community in which diversity is valued and is an equal opportunity/ affirmative action employer. The College strongly encourages applications from eligible veterans and spouses of veterans, underrepresented groups, including minorities, women, and persons with disabilities. We are an Equal Opportunity Employer. We do not discriminate on the basis of age, color, disability, gender, genetic information, national origin, race, religion, sexual orientation or any other legally protected characteristic.

For inquiries regarding Title IX and the college's non-discrimination policies, contact the Executive Director for Human Resources and Equity at 954-201-7288, Broward College, 6400 NW 6th Way, Fort Lauderdale, FL 33309.

Applicants needing a reasonable accommodation with the application process, please contact the Human Resources/Recruitment Office at 954-201-7449.

Disclaimer

The intent of this description is to illustrate the types of duties and responsibilities that will be required of positions given this title and should not be interpreted to describe all the specific duties and responsibilities that may be required in any particular position. Directly related education/experience beyond the minimum stated may be substituted where appropriate at the discretion of the Appointing Authority. Broward College reserves the right to revise or change job duties, job hours, and responsibilities.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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