JOB DESCRIPTION

POSITION TITLE: Development Officer for Corporate, Foundation, and Library Relations

JOB CLASS: Staff

SUPERVISOR: Assistant Vice President for Development and Alumni Relations

CLASSIFICATION: Full Time

LOCATION: DeLand

SUPERVISORY: No

DEPARTMENT: Office of Development and Alumni Engagement

POSITION OVERVIEW: As a frontline major gifts fundraiser in the Office of Development and Alumni Engagement, the Corporate, Foundation and Library Relations Officer is responsible for soliciting and building partnerships with individuals, corporations and foundations that result in gifts and grants to support university-wide, departmental and program needs. This position is a member of the major gifts officer team and reports to the Assistant Vice President for Development and Alumni Relations.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

- Bachelor's degree required. Advanced degree desired;
- Minimum of 5 years' related fundraising experience at a non-profit required;
- Disciplined self-starter who works independently and regularly sets and achieves work goals;
- Excellent verbal and written communication skills required, as are excellent interpersonal skills.
- Ability to work well in a small team environment is essential.
- Experience in proposal writing and development research is essential.
- Excellent time-management skills with the ability to address multiple tasks simultaneously.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Oversee a portfolio of corporate, foundation and library donors and prospects to establish and sustain ongoing relationships and identify and cultivate new sources of support.
- Develop and implement an individualized research/cultivation/solicitation plan for entities in their portfolio that supports the funding priorities of the University.
- Maintain an aggressive schedule of contacts with corporate, foundation and library prospects, keep detailed records of cultivation and solicitation activities and interpret corporate and foundation interests to university constituencies.
- Meet regularly with faculty, deans, senior administrators and development colleagues to understand major priorities and goals and to provide timely information on funding opportunities.
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- The corporation relations portion of this position will require interaction with offices across the university, primarily the Office of Alumni Engagement, the Office of Career Development and the Office of Boundless Learning, to leverage diverse corporate connections into coordinated university-wide strategies. This comprehensive approach includes fundraising, internship opportunities and job placement.
- The foundations relations portion of this position will require a coordinated interaction with the Office of Grants, Sponsored Research and Strategic Initiatives.
- This position will also be responsible for working closely with the Dean of the duPont-Ball Library and Learning Technologies to enhance their major gifts fundraising efforts.
- Organize, publicize and monitor a Matching Gifts program.
- Monitor proposal deadlines, prepare and edit proposals and manage proposal submissions.
- Ensure that reporting requirements are completed in a timely and accurate manner aimed at sustaining successful corporate and foundation partnerships.
- Devote approximately 40% of their time to corporate relations, 40% of their time to foundation relations and 20% of their time to the library.
- Perform other duties as assigned.

WORKING CONDITIONS: Requires some physical effort, i.e., some standing and walking, frequent light lifting (5-10 lbs.); some carrying moderate weight (12-20 lbs); and the operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods at a keyboard; perceptual demands for sound, form, texture and depth.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

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