

Position Title: Director of Development
Department: Seminole Boosters, Inc.
Reports To: Senior Vice President for Development
Supervises: N/A

Position Purpose

The Director of Development is responsible for major gift fundraising in the Atlanta, GA and the surrounding regional markets. The Director of Development will be based in Atlanta and will fundraise in support of Florida State University Athletics through the Seminole Boosters Inc.

Principal Responsibilities

- Major gift fundraising in support of FSU Athletics through assessment, cultivation, solicitation and stewardship
- Meeting and surpassing a personal major gift fundraising goal
- Securing major gifts of \$25,000 or more (15+ per year)
- Assessing, cultivating, soliciting and stewarding principal gifts (\$1M+)
- Working knowledge and experience with gift planning vehicles and techniques
- Stewarding major gift donors
- Building and managing a prospect and donor portfolio of 200 or more
- Proficient use of technology and the client database management system, CRM. Entering thorough contact reports and organized tracking of metrics and prospects.
- Clear and timely communication with constituents, both in the office, around the university, and with donor base
- Building strong relationships with donors and prospects
- Building strong relationships with fundraisers, Athletic Department, FSU Foundation, Alumni Association and the University
- Travel and significant time spent beyond normal business hours, including weekends when needed
- Home football game weekends working events, cultivating donors, and working the games
- Away football games are occasional based on donor cultivation strategy
- Regional event planning
- Working other sporting events for donor cultivation
- Familiarity with the Atlanta Georgia region, geography, and culture

Education & Experience

- Bachelor's degree required
- Experience using smart phones, computers, word, excel, outlook, and a client management database system

- Minimum of 5 years of sales experience with demonstrated success
- Higher education fundraising or athletic fundraising preferred
- Financial planning or gift planning experience preferred
- Knowledge of higher education fundraising principles and/or ticket operations preferred

Skills and Abilities

- Develop and sustain cooperative working relationships with co-workers and employees
- Strong personal relationship skills
- Likable, friendly, honest, trustworthy, disciplined
- Organized with an ability to meet deadlines
- Passionate, goal oriented, go getter
- Demonstrated history of functioning independently while working well in a ‘team oriented’ environment, taking the initiative to be productive and efficient
- Strong aptitude for critical thinking
- Passionate about the mission of supporting athletics at Florida State University while maintaining a professional demeanor and approach

Salary

- Commensurate with experience
- Additional at risk compensation based on performance metrics