

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Annual Fund Coordinator			<i>Approval Date:</i> July 20, 2005
<i>Level:</i> G	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0749	<i>Approved by:</i> College President

### GENERAL DESCRIPTION

Responsible for planning and implementing annual giving programs – events, mail appeals, honor/memorial gifts, in-kind gifts and phone solicitations. Oversees development of collateral materials, prospect databases, donor records and recognition strategies.

	KEY RESPONSIBILITIES	% OF TIME
1.*	Plans and executes events including, but not limited to, fundraising: Golf Classic and Presidential Showcase; and recognition: Scholarship Partners Breakfast and Pirate Invasion Reception. Recruit volunteers and seek other fundraising activities.	30%
2.*	Conducts direct mail appeals to solicit external, internal and alumni constituents. Coordinates mailings, printed materials, supplies and records. Organizes phone solicitation activities.	20%
3.	Creates and manages accurate databases, files and confidential donor records, in order to track prospects, pledges, in-kind gifts, donor and gift information and other contributions. Keeps invitation and attendee lists.	10%
4.	Develops promotional materials, correspondence, scripts and proposals to solicit gifts and other communications to recognize donors. Assists with public awareness and media relations. Contributes to Annual Report, newsletters, email, and other prospect and donor communications.	10%
5.	Identifies and cultivates prospects and research and qualifies potential donors. Participates in planning to define donor segments, renews and upgrades donors and increases level of giving.	10%
6.*	Coordinates and produces financial, budget, and other analyses and statistical reports. Recommends policies and strategies for donor recognition	10%
7.*	Develops an annual plan with goals, activities, budget, timeline and evaluation of each annual giving component. Tracks and reports progress toward goals.	10%
8.	Performs other similar and related duties as assigned.	

\* Indicates an “essential” job function.

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<b>KEY JOB REQUIREMENTS</b>		
<i>Formal Education:</i>	Bachelor's Degree required.	
<i>Work Experience:</i>	One to three years prior related work experience required.	
<i>Planning:</i>	Plans events that are expected to occur during the year, and have some effect on the department's annual expenditures, and/or revenues. Scope of planning is college-wide.	
<i>Impact on Budgets:</i>	Provides support advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact of Decisions:</i>	Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found by using methods chosen before in other situations.	
<i>Decision Making:</i>	Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations. Guidance is usually provided on what sources to review and solutions are reviewed before acceptance.	
<i>Communications with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters or occasional contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion.	
<i>External Contacts:</i>	Requires regular external contacts to carry out programs and to explain non-specialized matters, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, policies, and procedures.	
<i>Level of Supervisory Responsibility:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results of those departments. Nature of work supervised requires training and experience, a thorough knowledge of departmental or divisional activities, and an understanding of an appreciation for work conducted in other departments or schools/centers of HCC.	
<i>Job-Related Knowledge:</i>	Requires entry-level knowledge of theories and practices of a professional field (e.g., theology, law, education, accounting, etc.) This level of skill is typically reserved for an individual with a four year degree or with high-level vocational skills demonstrated by a number of years of on-the-position experience (i.e., management. Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issued.	
<i>Innovation/Creativity:</i>	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.	
<i>Working Conditions/Physical Effort:</i>	Office, library, computer room. Typically sitting at a desk or table. Intermittently sitting, standing, or stooping. Typically standing or walking.	