Southeastern Community College

EMPLOYMENT OPPORTUNITY

Director of Institutional Advancement

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. More than 30 occupational and liberal arts curriculum programs are offered by the college, which serves an annual full-time equivalent enrollment of approximately 2,000 students in curriculum and continuing education programs. SCC emphasizes quality in designing and delivering instructional, support, and community services. The college commits itself to providing students with opportunities to reach their potential.

SCC continuously involves all faculty and staff in setting and implementing college goals. All faculty and staff serve in advisory roles wherever their skills are needed. Members of the college community have a commitment to free and open communication based on mutual trust and respect. Also, employees are expected to participate in continued professional growth experiences.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadbourn in southeastern North Carolina. SCC is an hour's drive from historic Wilmington and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas, the college enjoys exceptional local financial and moral support from a community which expresses great pride in the institution.

Minimum Requirements for the Position
1. Bachelor’s degree and 3-5 years of work experience
2. Knowledge of volunteer recruitment, training and retention
3. Knowledge of campaign fundraising including leadership gifts, major gifts and general solicitations
4. Knowledge of special event cultivation and donor recognition strategies
5. Commitment to and understanding of the community college "open door" philosophy and the comprehensive community college concept

Preferred Requirements
1. Master’s degree
2. Experience in fund raising and/or institutional advancement to include, but not limited to, expertise in campaign management, donor research, accounting and reporting, management, donor tracking, and supervisory and administrative responsibilities.

Skills and Abilities
1. Excellent interpersonal skills in interaction with groups and individuals
2. Expertise in public speaking and giving presentations
3. Computer skills
4. Social media skills
5. Excellent writing skills
6. Strong listening and questioning skills
7. Publication design skills
8. Event planning ability
9. Excellent organizational and time management skills
10. Ability to manage multiple tasks and/or projects and meet deadlines
11. Ability to plan and manage a budget and the receipt and disbursement of funds

Purpose and Function
The Director of Institutional Advancement is responsible for the development and operation of the college’s fund raising/institutional development program. Working cooperatively with the Southeastern Community College Foundation Board of Directors, other SCC administrators, SCC faculty and staff, and external individuals and organizations, the Director of Institutional Advancement performs or causes to be performed the following essential duties:

1. Develops and manages an institutional development program that includes coordination of all fund raising efforts including campaigns, planned giving, the Annual Campaign and event planning.
2. Creates and maintains donor relations for the betterment of the college.
3. Manages the design and production of volunteer orientation and solicitation materials.
4. Develops and manages promotional activities, social media presence and other communications outlets to enhance the community’s awareness and understanding of the Foundation’s and college’s mission and goals.
5. Coordinates the programs and work of the Southeastern Community College Foundation, Inc., serves as recording secretary of the Foundation, and assists the Secretary and the Board of Directors in the operation of the Foundation.
6. Coordinates the institutional development program and activities within the College’s strategic priorities and in consultation with the College’s Leadership Team.
7. Serves as staff advisor for the Student Ambassador program.
8. Formulates the annual Foundation budget and recommends adoption to the Secretary. Recommends budget adjustments as required.
9. Chairs the Scholarship Awards Committee.
10. Supervises the Foundation Administrative Assistant.
11. Serves on college committees as assigned.
12. Performs other duties and responsibilities as assigned by the Vice President of Administrative Services.

Excellent references from previous employers must be furnished upon request. Position is to be filled no later than 5/2/2016.

A completed Southeastern Community College application form, a resume, letter of interest addressing position requirements and college transcripts (unofficial copies of transcripts will be sufficient for the screening process, but official copies must be submitted prior to employment) must be submitted to the college Human Resources Office in order for applicants to be considered for this position. Deadline for receipt of applications is 3/31/16. Applications received after this date may not be considered.

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, P.O. Box 151, Whiteville, NC 28472.

An Equal Employment Opportunity/Affirmative Action Employer