

**Full Time Position Announcement**

## Institutional Advancement Executive Director

Columbus Technical College is seeking a qualified Institutional Advancement Executive Director. This individual is responsible for the administration, development and implementation of initiatives; supervision of department operations and department employee(s); collaboration with college employees, Board of Trustees, and community members; management of the operating budget, and management of the internal and external development program including annual giving, capital campaigns, and special events campaigns. The IAED is also the Executive Director of the Foundation and the liaison between the technical college and the Foundation Trustees. **Background check, driving record, and credit check are required. Business expenses are reimbursed through a standard accounting system. The ability to pay for expenses using your own personal credit card or funds and have them reimbursed is essential.**

**Major Duties**

* Correctly identifies technical college resource development needs through research and assessments
* Establishes resource development priorities to meet the needs of internal and external customers
* Routinely attends special events and actively promotes program activities
* Represents College at community events
* Responsible for continuing program of donor acknowledgement, appreciation, and recognition including all correspondence to donors
* Plans and organizes the department to meet the technical college’s objectives in donor relations
* Creates reports, presentations, brochures, publications, and other documents to deliver to diverse audiences
* Manages the public relations for the technical college Foundation
* Prepares effective advertising and publicity programs to the general public and designated audiences within and outside the community in conjunction with appropriate faculty/staff
* Coordinates the development of and works within confines of the Foundation budget
* Maintains an accurate donor database
* Develops and maintains a strong working relationship with the Board of Trustees and external contacts to promote the technical college
* Develops and submits grants proposals for private funding
* Coordinates and manages fundraising activities with input and approval of the Board of Trustees
* Develops and maintains strong and effective internal control structures that preserve the integrity of the department
* Supervises support staff and monitors activities to ensure compliance with all policies and procedures
* Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet goals and requirements
* Maintains knowledge of assigned program area and gives updates to management on services, operations, and projects
* Conducts regular evaluation of services provided and makes adjustments as needed

**Competencies**

* Knowledge of fundraising principles
* Ability to build and maintain strong relationships
* Skill in follow through of tasks and commitments
* Skill in the operation of computers and job-related software programs
* Excellent oral and written communication skills
* Skill in interpersonal relations and in dealing with the public
* Skill in decision making and problem solving

**Minimum Qualifications**

* Bachelor’s degree in related field \*and\* Three (3) years’ budget work experience \*and\* Three (3) years fundraising work experience

**Preferred Qualifications**

* Three to five years progressively responsible, successful and diverse fundraising experience, including demonstrated success developing and executing capital campaign and annual giving initiatives
* Demonstrated ability in implementing leadership and management principles with non-profit organizations, board management, and volunteer management
* Familiarity with latest trends in fundraising and donor relationships for non-profits

**Salary/Benefits**

Salary commensurate with education and experience. Benefits include state holidays, annual leave, and sick leave, State of Georgia Retirement, Health and Flexible Benefits Program.

**Application Deadline**

This job posting is open and will accept applications through August 27, 2018. Applicants must submit a Columbus Technical College employment application online at [www.columbustech.edu](http://www.columbustech.edu), upload a cover letter, resume, and official transcript(s) at time of application (Incomplete submissions may not be considered).

**Employment Policy**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System of Georgia and its colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies for Columbus Technical College: Patricia Hood, Executive Director of Human Resources and Title IX and Section 504 Coordinator, 928 Manchester Expressway, Columbus, GA 31904 or 706-649-1883.

Posted 07/30/2018