**INSTITUTIONAL ADVANCEMENT COORDINATOR**

**(PART TIME)**

**GRIFFIN CAMPUS**

**MINIMUM QUALIFICATIONS:**

A Bachelor’s degree in public relations, marketing or related field and two years’ experience in resource development or related field.

**PREFERRED QUALIFICATIONS:**

Experience developing and implementing private fund raising campaigns; experience working with community boards and organizations; strong professional and business etiquette skills. Must have broad knowledge of the service community and excellent oral and written presentation skills.

**RESPONSIBILITIES**:

Coordinates the development, implementation and maintenance of a comprehensive internal and external resource development plan for Southern Crescent Technical College (SCTC);

Develops and maintains a working relationship with Board of Trustees and external contacts to promote the College; maintains excellent working relationships and serves as a liaison to internal and external customers, including the SCTC Board of Trustees; assists in coordinating activities with the SCTC Board of Trustee members;

Assists with the development of the SCTC Foundation’s budget;

Coordinates and manages fund raising activities, alumni events and other college activities; provides support and meets regularly concerning project activities, status of project initiatives, and results of evaluating success of project goals;

Provides outreach and education to the community and local organizations about programs and services available;

Develops and submits grant proposals; researches and gathers information and prepares reports;

Enters and reviews data for reporting requirements and provides data to internal and external customers;

Develops a variety of media for a diverse audience; manages public relations for the College Foundation; may supervise volunteers; performs other duties as assigned; Must be able to work a flexible schedule.

**COMPETENCIES**:

Skills in interpersonal relations and in dealing with the public; decision- making and problem-solving skills;

oral and written communication skills; knowledge of project/activity management; ability to get along well with others; ability to break larger tasks into manageable smaller tasks; demonstrated computer and job related software skills; accurate recordkeeping skills; and organizational skills.

**SALARY:**

This is a part-time position without insurance benefits; work hours will not exceed 29 per week. Hourly rate is commensurate with education and work experience.

**SPECIAL NOTES:**

Only those who are interviewed will be notified of the status of the position. Candidates must successfully complete a criminal background investigation and motor vehicle screening.

Southern Crescent Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following have been designated to handle inquiries regarding the non-discrimination policies: Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center), Assistant Director of Student Services, 501 Varsity Road, Mobile Unit 6B, Griffin, GA 30223, 770-228-7382; ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center)  Special Services Coordinator, 501 Varsity Road, Mobile Unit 6B, Griffin, GA 30223, 770-228-7258; Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus) Special Services Coordinator, 1533 Highway 19 South, Room A-252, Thomaston, GA 30286, 706-646-6224. (Employee complaints), Director of Human Resources, Human Resources, 501 Varsity Road, Griffin, GA 30223, 770-229-3454. Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by, Vice President for Student Affairs, 501 Varsity Road, Room 700, Griffin, GA 30223, 770-228-7348.