

**Job Announcement**

**Position:** Executive Director of Institutional Advancement

**Location**: Adamson Square

**Department:** Economic Development & Community Relations

**Reports to:** VP of Economic Development and Community Relations

**FLSA Designation:** Exempt

**Nature of Duties:**

The Executive Director of Institutional Advancement is focused on marketing, public relations, special events, and fundraising to support the College. The Executive Director works as part of a team to establish overall goals and strategies for increasing private support for the College. Working with staff and the Foundation, this position will plan, manage, and implement capital campaigns, special events, annual giving, prospect management, donor recognition, alumni giving, donor stewardship and other related activities, including development and foundation research, database management, donor history, accounting, and financial reports. In cooperation with the Executive Director of Economic Development Programs, **initiates and builds relationships with local community partners and other external contacts. This position will supervise the Institutional Advancement Support staff.**  Travel throughout the 7 county service area will be required.

**Required Minimum Qualifications:**

Bachelor’s Degree \**a*nd\* Five (5) years of related work experience

Valid driver’s license

**Preferred Qualifications:**

* Master’s Degree in Development, Business Administration, Marketing, Sales, and/or related fields is **strongly** preferred;
* Certified Fund Raising Executive (CFRE);
* **7 -10 years of previous marketing, PR and event planning experience;**
* **Prior supervisory experience of full time staff;**
* **Previous experience working with a Board of Directors;**
* **Proven success in fundraising, 7 – 10 years of non-profit/government/Higher Ed fundraising;**
* **Proficient in Microsoft office products;**
* **Proficient in use of Raiser’s Edge or related donor software;**
* **Previous work experience in digital and social media;**
* **Excellent verbal and written communication skills;**
* **Must be team player and work well with others.**

**Salary/Benefits:** Salary high $60’s to low $70’s based on qualifications; 40 hours per week. Benefits include 12 paid holidays, 10 hours sick and 10 hours vacation earned per month, Flexible benefits, State Health, and State retirement plan.

**Method of Application:** Interested candidates should apply through electronic application system at: [www.westgatech.edu](http://www.westgatech.edu) . ***Cover letter, with salary requirements noted, is required for consideration.***

**Note**: Selected candidate must successfully complete a background check to include employment references, criminal history, and verification of employment prior to hire.

**Employment Policy:** The Technical College System of Georgia and West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed.  Approval of employment does not constitute a contract.  Continued employment is contingent upon job performance and funding.