Foundation Development Specialist

Southwestern College

Join a dynamic, growing development team at Southwestern College.  The Office of Development and Foundation is seeking a development professional experienced in program and donor administration with donor database experience, preferably Raiser’s Edge and AcademicWorks!  You will be a part of creating access to equitable educational opportunities for students at Southwestern College in an office with a culture of celebration, authenticity and inclusion.

RESPONSIBILITIES: Under the direction of the responsible administrator, perform a variety of technical, programmatic, administrative, advanced clerical, and routine staff and analytical duties to assist in planning, organizing, and implementing fundraising activities for the Southwestern College Foundation; provide support for producing publications and public relations materials; cultivate community and College-wide support for the Foundation and its fundraising activities; and maintain stewardship activities and strategies of the Foundation.

EDUCATION & EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by two years of college level course work in business administration, public administration, marketing or related field; AND three years of increasingly responsible administrative support and technical experience preferably involving fundraising in a nonprofit/foundation setting.

DESIRED QUALIFICATION:

Experience with Blackbaud Raiser’s Edge donor database and AcademicWorks is highly desirable.

SALARY & BENEFITS:

Range 24, Steps 1-6, $4,207.00-$5,118.00. Initial placement for external applicants is Step 1. An excellent benefits package which includes medical, vision, dental, retirement, vacation, generous sick leave package, and life insurance is available for the employee and eligible dependents.

WORKING DAYS & HOURS:

Monday-Friday: 8:00 a.m.-5:00 p.m. (Approximately). Work schedule may be adjusted to meet the needs of the office.

STARTING DATE: As soon as the successful candidate is identified and following the subsequent governing board approval.

APPLICATION DEADLINE:

All application materials must be received on-line at http://apptrkr.com/1347777. Position is open until filled. Applications received by the first screening deadline of 11:59 p.m. on Friday, January 4, 2019 are guaranteed to be reviewed by the selection committee. Any application received after the deadline is not guaranteed a review.

TENTATIVE TIMELINE:

December 5, 2018-January 4, 2019

Position advertised; District receives applications.

January 4, 2019

Initial screening deadline for guaranteed consideration. Position is open until filled.

January 14-18

Committee review applications.

January 21-31

Search Committee interviews candidates.

February, 2019

Start date pending Background and Governing Board approval.

FAXED MATERIALS ARE NOT ACCEPTED.

APPLICATION PROCEDURES: Submit the following application materials on-line at http://apptrkr.com/1347777:

(1) Letter of application (cover letter)

(2)SWC on-line application

(3)Resume

(4)Supplemental questionnaire

(5)Unofficial copies of college transcripts with date degree conferred

It is the sole responsibility of the applicant to ensure that all application materials are received by the deadline date. A separate, complete application packet is required for each position for which you are applying for.

All materials included in your application packet become District property,

will not be returned, will not be copied, and will be considered for this opening only.

We reserve the right to re-open, re-advertise, delay or cancel filling this position.

If additional positions become available in this classification, applications received in response to this posting may be considered for those additional positions for up to 90 days after final board approval.

INTERVIEW TRAVEL COSTS MUST BE BORNE BY THE APPLICANT.

As an Equal Opportunity Employer and in compliance with the American with Disabilities Act,

Southwestern Community College District will make reasonable accommodations for individuals with disabilities.