



Posting Date: January 14, 2019
Closing Date: February 4, 2019

Northwest-Shoals Community College

External Funding Coordinator (Possibly 2 Part-Time Positions)

EXTENDED - Position Announcement

STARTING DATE: **Approximately - February 2019**

QUALIFICATIONS:

- Minimum of a Bachelor's degree from an accredited College, **required.**
- Experience in grants development, composition, and implementation, **required.**
- Experience in higher education or non-profit fundraising, **required.**
- Prior work experience with socially, economically, culturally and/or academically disadvantaged populations, preferred.

ESSENTIAL FUNCTIONS:

- Prepare grant proposals and provide assistance to faculty and administration seeking external support;
- Assist in the implementation of new grant awards;
- Assist in identifying governmental and private funding sources relevant to the College's mission, programs, and needs;
- Develop relationships with local, state, and federal funding providers as well as prospective individual and business donors;
- Create long-term relationships and mutually beneficial partnerships to make NW-SCC a prime training resource for local employers;
- Match interests of business, corporations, and individuals with the academic and programmatic needs and assets of NW-SCC;
- Assist in strategy and development of key fundraising, grant, and entrepreneurial activities;
- Ensure external audiences are cultivated to enhance the college's visibility and reputation locally and state-wide;
- Create pathways for alumni participation;
- Under leadership of its board of directors, assist in creating new fundraising initiatives for the NW-SCC foundation.

SALARY: \$20.00 per hour. (19 hours or less per week with **NO BENEFITS**)

APPLICATION PROCEDURES: **A complete application packet consists of the following:**

- *a completed Northwest-Shoals Community College application form,*
- *a current resume,*
- *postsecondary transcripts (unofficial or official), and*
- *written verification of experience in grants development, composition, and implementation, as well as, experience in higher education or non-profit fundraising as required under "Qualifications"*

Verification of experience in grants development, composition, and implementation, as well as, experience in higher education or non-profit fundraising must be submitted from current or previous employer(s) and must be in writing, signed, and on letterhead. Letters must include beginning and ending dates of employment, position held, and indicate full-time or part-time.

Submit application packet to:

Northwest-Shoals Community College
Office of Human Resources
P.O. Box 2545 (800 George Wallace Blvd)
Muscle Shoals, AL 35662

Telephone: (256) 331-5229 ● Fax: (256) 331-5459 ● Email: hr@nwscc.edu

CLOSING DATE: Applications should be received by no later than 4:00 p.m., Monday, February 4, 2019.

Incomplete application packets will eliminate the possibility of an interview.

Application packets received after the deadline date (including transcripts and letters of verification of work experience) will eliminate the possibility of an interview.

The submission of all required application materials by the deadline date is the sole responsibility of the applicant.

Northwest-Shoals Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Northwest-Shoals Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants in need of an accommodation(s), should contact the Office of Human Resources prior to the interview. 256-331-5279

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

Northwest-Shoals Community College will not be responsible for copying application packets for current or future positions.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

Northwest-Shoals Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Northwest-Shoals Community College reserves the right to withdraw this job announcement at any time prior to awarding of employment.