



# Northwest-Shoals Community College

## Director of Advancement

Position Announcement

**STARTING DATE:** Approximately - March 2021

- QUALIFICATIONS:**
- Minimum of a bachelor's degree from an accredited college, **required**.
  - A minimum of three years of successful fund-raising experience, including annual giving major gifts, **required**.
  - Experience in raising funds from individuals as well as corporations and foundations, preferred.
  - Experience in educational organizations, preferred.

- ESSENTIAL FUNCTIONS:**
- Develop and implement a comprehensive fund-raising program in support of the College's mission.
  - Manage strategies and activities for donor cultivation, solicitation, and relations.
  - Establish fund-raising priorities.
  - Design, implement, and manage fund-raising activities, including annual giving, special projects, and other college-related solicitations.
  - Develop and maintain close relationships with the philanthropic community, individuals, and corporate donors, sponsors, board members, and volunteers.
  - Plan and implement special events and programs designed to involve increasingly more current and prospective internal and external donors.
  - Prepare periodic reports for the President's Cabinet and the NW-SCC Foundation Board.
  - Assure fiscal accountability of the NW-SCC Foundation in cooperation with the Foundation Board and external auditors.
  - Collaborate with the Public Information Officer to ensure that publications and website include donor-focused content.
  - Develop and maintain a donor database and ensure it contains accurate information.
  - Develop strategies to obtain contact information for potential donors and sponsors.
  - Prepare and submit stewardship reports to donors.
  - Participate in a variety of community activities, including boards; attend and participate in professional group meetings; and stay abreast of new trends and innovations in the area of fund-raising.

**SALARY:** Compensation is in accordance with the Alabama Community College System's Salary Schedule C3-4 (\$59,533 - \$88,126).

- APPLICATION PROCEDURES:**
- A complete application packet consists of the following:**
- *a completed Northwest-Shoals Community College application form (original signature required),*
  - *a current resume, and*
  - *postsecondary transcripts (unofficial or official), which must include institution's name, college degree, and degree date.*

**"EMAILED OR FAXED APPLICATION MATERIALS WILL NOT BE ACCEPTED"**

### 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

**CLOSING DATE: Applications should be received by no later than 4:00 p.m., Thursday, February 11, 2021.**

*Incomplete application packets will eliminate the possibility of an interview.*

*Application packets received after the deadline date (including transcripts) 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.*

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*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.*