



NOTICE OF VACANCY

Director of College Advancement and Alumni Affairs

REPORTS TO: Vice President of Business Services

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Director of College Advancement and Alumni Affairs will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Director of College Advancement and Alumni Affairs, under the direction of the Vice President of Administrative Services, is a multi-faceted position responsible for supervising and coordinating activities involved in the successful operation of the Department of College Advancement and Alumni Affairs.

More specifically, the Director of College Advancement and Alumni Affairs is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Act as the liaison between the College and the Alumni Committee of the MDCC Development Foundation, Inc. and provide vision, leadership, oversight, and coordination in all alumni matters.
- Assist with the budget development and supervision of the budget of the department.
- Coordinate activities of the MDCC Development Foundation, Inc., including but not limited to the management of budget development and expenditures of the Foundation, inform the College concerning all aspects of the Foundation, and serve as a clearinghouse for all special project fundraising activities for the Foundation and the College.
- Develop and cultivate relationships with external constituencies to promote the College and the Foundation.
- Develop and implement a comprehensive engagement program designed to provide meaningful opportunities for volunteerism, service, personal and professional development, and events for alumni of the College.
- Develop and implement a plan for consistent and positive communication with alumni of the College.
- Develop and implement an effective internal giving campaign.
- Execute fundraising activities including proposal development, prospect identification and contact management, annual giving campaigns, major gift solicitation, event planning, and donor relations
- Maintain all donor, alumni and supporter constituent records.
- Manage all database, software, and technical needs of the MDCC Development Foundation, Inc.
- Perform data entry and information management of donor records and financial activities of the MDCC Alumni and Foundation.
- Serve as Executive Director of the MDCC Development Foundation, Inc.

- Serve as the Alumni and MDCC Development Foundation, Inc., webmaster.
- Perform all other duties as assigned by the Vice President of Business Services.

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; EEOC@msdelta.edu.

MANDATORY QUALIFICATIONS

- Perform data entry and information management of donor records and financial activities of the MDCC Alumni and Foundation.
- Serve as Executive Director of the MDCC Development Foundation, Inc.
- Serve as the Alumni and MDCC Development Foundation, Inc., webmaster.
- Perform all other duties as assigned by the Vice President of Business Services.

PREFERRED QUALIFICATIONS (not required)

- Preference will be given to applicants a Master's degree in Business, Business Administration, Finance or a closely related discipline from an accredited institution.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to collaborate and communicate effectively with other professionals in a team setting.
- Ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds.
- Ability to effectively meet project deadlines.
- Ability to effectively supervise staff, if any.
- Ability to interact positively and effectively with students, faculty/staff, and administrators.
- Ability to maintain confidentiality.
- Ability to operate a computer and the skills to learn and utilize software and other technology in instruction.
- Ability to work evenings and weekends as the scope of the job may frequently require travel and attendance at evening and/or weekend activities, meetings, events, seminars, and workshops.
- Ability to work well in a fast-paced setting.
- Ability to work well under pressure.
- Excellent interpersonal skills.
- Knowledge of and skills in implementing various fundraising and recruiting strategies
- Knowledge of and skills in using effective communication to attract the target audience
- Possess a creative and strategic mindset.
- Skilled in Microsoft Office including Word, Excel, Access, PowerPoint and Outlook
- Skills in data analysis to assess, monitor, and inform fundraising and alumni relations efforts for alumni and annual giving growth of the College and Foundation.
- Skills and abilities in organization, time management, and record keeping
- Skills in effective planning and implementation of strategies related to the Office of College Advancement and Alumni Affairs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

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PHYSICAL DEMANDS (cont.)

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position may also require some travel and working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a Full-Time, 12-month, Exempt, Non-Teaching Professional (NP) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Valid Driver's License
5. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal– January 16, 2025 at 5:00 p.m.

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