



ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082

860.253.3180

Fax 860.253.3069

Office of Human Resources

POSITION: **Director of Institutional Advancement and Community Engagement**
12 Month, Full-Time Educational Assistant Position (CCP 19)

ANTICIPATED STARTING DATE: September 2014

MINIMUM QUALIFICATIONS: Bachelor's Degree in appropriately relevant field, with a minimum of two years working in fundraising or event management or a related field. Demonstrated experience in event management, fundraising, public and organization or association relations, public speaking, fiscal management and grant administration and knowledge; fund-oriented strategic planning, information technology skills, and effective oral and written communications skills.

Applicants who do not meet the minimum qualifications are encouraged to apply, stating in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions may be made for compelling reasons.

PREFERRED QUALIFICATIONS: The successful candidate will have demonstrated success in the following areas:

- Event management and fundraising based on short and long range goals for unrestricted funding sources;
- Ability to cultivate and establish personal contacts and build strong personal relationships with a portfolio of mid-level corporations, foundations, clients and/or individual donors;
- Grant writing and attainment and retention of donor support;
- Completion of networking events, fundraising projects and campaigns;
- Establishment and execution of special event programs;
- Database and records management (including vendors, donors, chamber members, clients, sponsors of special events, etc.);
- Maintain accurate accounting of annual/alumni unrestricted and restricted income, its source and disbursements with financial knowledge and financial reporting;
- Develop effective communications (e.g., solicitation letters and donor acknowledgements).

RESPONSIBILITIES: The Director of Institutional Advancement and Community Engagement reports to the President and works collaboratively with the ACC faculty and staff and Foundation Board members. The Director supports the college with effective leadership, vision and strategic planning for the Foundation, developing and maintaining effective relationships with Foundation Board members. The Director contributes to the mission and vision of the college as a student-centered, success-oriented institution and demonstrates an understanding of the mission of the community colleges. The Director will also develop the budget for the Foundation, maintain and support Foundation Board and Executive Board meetings, develop effective documents and graphics to demonstrate budget comparisons over time and financial growth, and have a dual responsibility in maintaining financials in QuickBooks.

MINIMUM SALARY: \$66,426 approximate annual, including a full State of Connecticut benefit package.

TO APPLY: Submit letter of interest, resume, Board Application (found at www.asnuntuck.edu – Employment tab) and the names of three references to:

Asnuntuck Community College
Human Resources – **JOB CODE: DIA**
170 Elm Street, Enfield, CT 06082
Email: AS-Humanresources@asnuntuck.edu
Fax: (860) 253-3069

APPLICATION DEADLINE: Application materials must be received on or before July 25, 2014

ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F. PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Cheryl Cyr, Title IX Coordinator, ccyr@asnuntuck.edu (860) 253-3045, and Maki McHenry, Section 504/ADA Coordinator, mmchenry@asnuntuck.edu (869) 253-3021, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.