

**Middlesex Community College
Associate Dean for Development**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Middlesex Community College
Hours: 40 hours/week
Salary: \$90,178 approximate annual, plus excellent medical insurance, retirement and related fringe benefits
Closing Date: October 15, 2014

General Requirements: A Master's degree in a related field (e.g., business, management of nonprofit entities, public relations); at least five years of experience in development related work that includes fundraising; a proven track record of donor and grant acquisition and renewal (including grant writing); marketing and public relations skills that include fluency in social media; strong information literacy skills; effective oral and written communication skills, including excellent presentation skills.

A demonstrated understanding of the mission of the community college and a demonstrated ability to respond to and work with multiple constituencies are essential to this position.

Preferred Skills and Ability: Additional work experience beyond five years that includes institutional and fund-oriented strategic planning; fiscal management and grant administration; demonstrated ability to work effectively with a Board of Directors, volunteer management, alumni relations, and supervision of others. Specific experience raising money from individuals and community foundations (as opposed to corporate donors) strongly preferred; as would be development/fundraising experience for institutions of higher education and management experience in a foundation.

General Responsibilities: The Associate Dean for Development position reports to the College President. This development position exists to provide long-term financial support for the College from sources external to State's regular funding system and to provide leadership and direction to the MxCC Foundation. Primary responsibilities include: (1) Serving as Executive Director of the MxCC Foundation (20%); (2) developing a marketing plan to support fundraising goals that identifies appropriate target audiences and relevant positioning themes; (3) identifying and cultivating funding sources for the college; (4) cultivating and soliciting voluntary fund sources; (5) meeting fundraising goals established by the College and the Foundation; (6) managing, allocating, safeguarding and accounting for development funds; (7) managing institutional advancement budgets allocated by the College and the Foundation. The incumbent will also supervise assigned administrative and support positions.

In addition, the individual will be expected to attend and participate in convocation and commencement ceremonies, serve on committees and task forces, and engage in professional development activities. This position may require evening and occasional weekend work.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience prepare them for the responsibilities of this position and by providing appropriate references.

Application Instructions: Send letter of intent, Board of Regents application (available at <http://mxcc.edu/jobs/>), resume, copies of undergraduate and graduate transcripts, and the names of and contact information for three references to:

:
**Noreen Wilson
MIDDLESEX COMMUNITY COLLEGE
100 Training Hill Road
Middletown, CT 06457
Fax: 860-343-5870**

Or email to: MX-HR-Recruitment@mxcc.comnet.edu

For more information about Middlesex Community College please visit our website, www.mxcc.comnet.edu

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The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.