



Department of  
**ADMINISTRATIVE SERVICES**  
*Job Postings*



**CHARTER OAK STATE COLLEGE**  
**JOB OPPORTUNITY**  
**Associate Director, Development & Executive Assistant, President's Office**  
**Unclassified Position**

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

**Open To:** Public

**Location:** New Britain, CT

**Job Posting No:**

**Hours:** 40 per week

**Salary:** \$69,200

**Closing Date:** April 16, 2017

**Eligibility Requirement:** Demonstrated ability in institutional development, fundraising, fundraising software and donor development is required. Demonstrated ability to make sound decisions and judgments having consideration for the high visibility and importance of the chief executive. Bachelor degree required; Masters preferred.

**Knowledge, Skills and Abilities:** Demonstrated ability to organize and operate a complex office; demonstrated ability to perform advanced level word processing, report development and preparation and correspondence composition in conditions of strictest confidentiality.

**Special Experience:** This position reports directly to and works under the direction of the President to create and execute giving and fundraising strategies along with providing administrative, managerial, professional and confidential assistance as required by the President to insure the successful operation of his/her office.

**Substitution Allowed:** These skills and abilities would be acquired through a combination of education, experience and training for a total of at least six years.

**Summary:**

Acts as Chief Liaison Officer between the College and the Foundation Board of Directors; organizes and executes annual fundraising events; oversees donor budgets and project schedules; manages the implementation of giving campaigns including drafting materials for solicitation; produces and publishes the Foundation's annual report;

Performs special assignments, data gathering, and maintains liaison with agency staff, students, and external agencies/individuals by assisting with general correspondence, maintenance of files of correspondence, records, reports, and data along with other administrative functions as directed by the President. As required, schedules meetings and conferences; makes travel arrangements; prepares agendas and develops meeting notes and assists in the coordination of related activities special events or programs as well as manage fund raising events.

**Application Instructions:**

Submit resume and cover letter at: <http://www.charteroak.edu/AboutUs/Employment>  
No phone calls please.

**Charter Oak State College**  
**55 Paul Manafort Drive**  
**New Britain, CT 06053**  
**Fax: 860-606-9686**  
**[rmcgoldrick@charteroak.edu](mailto:rmcgoldrick@charteroak.edu)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

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