MISSISSIPPI BOARD OF TRUSTEES OF STATE INSTITUTIONS OF HIGHER LEARNING

POSITION ANNOUNCEMENT

JOB TITLE: Director of Development and Community Engagement

The Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) seeks a motivated, self-starter for the position of Director of Development and Community Engagement. The Director of Development and Community Engagement will report under the administrative supervision of the Chief Administrative Officer. IHL is governed by a twelve-member Board of Trustees and consists of eight universities. The eight universities enroll over 80,000 students.

IHL offices are located in Jackson, Mississippi.

JOB SUMMARY:

The primary responsibility of the Director of Development and Community Engagement is to coordinate and seek major gifts from individuals, foundations, and corporations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A review of this description has excluded the marginal functions of this job which are incidental to the performance of fundamental job duties. All duties or requirements are essential job functions. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. This employee will be required to follow any other job-related instruction and to perform any other job-related duties requested by his/her Supervisor. This document does not create an employment contract, implied or otherwise. The subject position is an "at will" employment position.

Responsibilities include:

The Director of Development and Community Engagement:

a) is responsible for increasing philanthropic support of Mississippi Higher Education Opportunity Endowment (MHEOE) by developing and implementing a comprehensive advancement program including fundraising strategies, donor stewardship, grant writing, prospect research, prospect management and analysis of fund-raising activities including executing the final phase of an expanded capital campaign;

b) implements annual and long-term goals and objectives by overseeing fundraising strategies, communications, constituent relations, planned giving and capital campaigns; Monitors the fundraising activity by designing, compiling and distributing monthly, quarterly and annual reports that tabulate qualification, cultivation, solicitation and stewardship activity;

c) coordinates plans for the cultivation, solicitation and stewardship of MHEOE donors by developing an effective system for tracking activity with prospects; developing fundraising strategies, and maintaining good communication with MHEOE donors; achieves financial objectives by forecasting requirements, preparing budgets, and managing expenditures. Researches and approaches foundations for donations to the MHEOE;

d) maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks; and,
e) works to achieve the Board’s goals for diversity and collaborates, as directed by his/ her supervisor, with other system employees to advance the Board’s Legislative priorities.

QUALIFICATIONS:

Education and/or Experience: Bachelor’s degree required (Master’s preferred) and three (3) years of experience in advancement oversight including leading capital campaigns and experience in grant writing.

Requirements: Knowledge, Skills and Abilities

- Excellent written and verbal communication skills with emphasis on giving presentations to groups of various sizes.
- Excellent organizational, analytical, and time management skills.
- Ability to work under pressure and to meet multiple deadlines.
- Ability to develop short term and long term goals.
- Ability to collaborate with diverse persons, agencies, and groups.
- Ability to travel as needed.

SALARY:

Commensurate with experience.

CONFIDENTIALITY STATEMENT:

Employees of this department are prohibited from disclosing confidential and proprietary information of the employer and employees. This confidentiality obligation is effective while employed in this department and continues after termination of employment.

Application requirements:

To apply for this position, submit an official IHL Application for Employment along with a letter of interest illustrating the match between the candidate’s experience and the position requirements, a current vita, and the names and contact information, including email addresses, for five professional references to the following address:

Mississippi Institutions of Higher Learning
Office of Human Resources
3825 Ridgewood Road
Jackson, MS 39211

Documents may also be emailed to hr@mississippi.edu or faxed to 601.432.6129.

All qualified individuals are encouraged to apply, including, but not limited to, individuals from any and all underrepresented groups. IHL is equal opportunity employer. For more information regarding IHL, visit our website at: www.mississippi.edu/ihl.

This position will close on December 18, 2015.