



**TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174**

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: DIRECTOR OF DEVELOPMENT AND ANNUAL GIVING

Position Summary: The Director of Development and Annual Giving is responsible for planning, developing and executing a strategic plan to attain the goal of the 1869 Fund for annual and unrestricted gifts each year. The Director oversees the Development and Annual Giving Program, which includes UNCF campaigns, workplace giving initiatives and events; annual alumni development; manages relationships with prospective and current donors; and is expected to identify, qualify, cultivate, solicit and steward the alumni and friends of the college. The Director provides strategic direction and long-range/short-term planning for all these areas in the context of growing the Annual Giving Program while supporting the greater development and campaign goals of the Office for Institutional Advancement and Tougaloo College. The Director of Development and Annual Giving engages the Director of Alumni Affairs and the Assistant Director of Alumni Relations to ensure that annual alumni development goals are reached and the class agent/reunion giving and alumni annual giving campaigns are coordinated, effective and successful. The director will work collaboratively with all staff in the Office for Institutional Advancement as well as other internal and external constituencies.

Experience/Qualifications: Candidates for this position must possess a master's degree and at least five years of experience in successfully achieving established goals and executing annual fund/giving, legacy, corporate and/or foundation initiatives; knowledge of trends in fund-raising; and significant experience in collaborating with internal and external constituencies. CFRE certification is preferred but not required. The position also requires a candidate with exemplary speaking, writing, management and interpersonal and communication skills and the ability to recruit and manage volunteers. Travel is required with this position including overnight. Need demonstrated proficiency in MS Word and Raiser's Edge software. The Director of Development and Annual Giving must be a disciplined self-starter who regularly sets and achieves work goals; is a highly motivated individual who is able to work independently and function as a key member of the College development team; able to manage multiple responsibilities; and possess flexibility and the ability to work under stress to meet deadlines. Successful candidate must have a demonstrated, successful track record in: fund raising/development; leading/carrying out Annual Giving Programs and Annual Fund Campaigns; writing fundraising appeals; soliciting & securing gifts of \$100-\$5,000+ through personal visits; and can identify/cultivate a significant portfolio of major gifts prospects in support of annual giving priorities. This position reports directly to the Vice President of the Office for Institutional Advancement.

Date of Position Opening: July 13, 2010

Application Deadline: Open until filled

Salary: Commensurate with experience

Send fax to:

**Tougaloo College
Attention: Director of Human Resources**

(601) 977-7866

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS; MEDICAL CONDITION, DISABILITY; OR ANY OTHER LEGALLY PROTECTED STATUS.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY EMPLOYER