



TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: DIRECTOR OF DEVELOPMENT

The Director of Development will provide focused leadership and execute planning, organizing, directing and soliciting for major gift (\$10,000 and above) fundraising initiatives including, the major gifts program, scholarships, naming rights, endowments, planned giving, special events and fundraising campaigns. S/He will oversee and manage the planning and execution of the College's annual signature special events, including the Athletic Fundraiser, Annual Business Luncheon, Two Rivers Gala Tougaloo Honors and other special events. Manage a significant portfolio of 150 major gifts prospects to identify, qualify, cultivate, solicit and steward to secure gifts that meet the mission and priorities of the College. Manage grant proposal development efforts including research, proposal writing, editing, submission and reporting. S/He must be able to work independently, manage multiple responsibilities and possess the ability to work efficiently to meet competing deadlines. This position may require travel, including overnight, working irregular hours including weekends as needed.

A cover letter, vita, and application are required to apply for this position.

Experience/Qualifications:

- Master's degree with a minimum of five years or more experience in fundraising, grant writing and managerial experience in an academic environment preferred.
- Proven track record in soliciting and closing five to six-figure major gifts.
- Possess strong work ethics, creative thinking, analytical, ethical and problem solving skills.
- Knowledge and experience in event planning for major fundraising events.
- Excellent leadership, management and supervisory skills.
- Excellent interpersonal, written and verbal communication skills.
- Possess the skills to work with and motivate staff and others.
- Have self-initiative to get out of the office and build external relationships.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit "follow through" on tasks and goals.
- Ability to work independently and manage time effectively.
- Working knowledge of Jenzabar database management system a plus.
- Demonstrate professional conduct at all times.
- Proficient in Microsoft Office Suite.

Date of Position Opening: November 9, 2021

Application Deadline: Open until filled.

Salary: Commensurate with experience.

Mail Documents to: Tougaloo College
Attention: Director of Human Resources
500 West County Line Road Tougaloo, MS 39174

Fax Documents to: (601) 977-7866

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY; OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

[HR/10/29/19](#)