



DIRECTOR OF DEVELOPMENT
(POSITION NO. FA315)

J. Sargeant Reynolds offers a variety of programs and services to the residents of the City of Richmond and the surrounding areas. Our three major campuses serve over 19,000 credit students and provide training for an additional 14,000 students. Over the years we have educated more than 285,000 people in the Richmond area, through the Community College Workforce Alliance (CCWA). Additional information is available at the College's Website: <http://www.reynolds.edu>.

The College is seeking applicants for the position of Director of Development. The position will be assigned to the Office of Institutional Advancement, located at the Central Administration Building, 1701 E. Parham Road.

TYPE OF APPOINTMENT Full-time twelve-month administrative faculty-ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$62,777 - \$112,056. Approximate maximum hiring salary: \$71,157.

QUALIFICATIONS REQUIRED Bachelor's degree from an accredited institution. Considerable knowledge of public relations and fundraising methods. Considerable knowledge of higher education administration or community college administration practices and principles. Knowledge of marketing practices and principles. Demonstrated ability to manage a comprehensive public relations program. Demonstrated skill in program development, assessment, and evaluation. Demonstrated ability to supervise professional and office support staff and direct day-to-day work activities. Demonstrated skill in strategic management, and budget development/management. Demonstrated skill in fundraising and volunteer management. Demonstrated ability to work with diverse groups of people, and handle multiple tasks with a high degree of professionalism. Demonstrated ability to communicate effectively orally and in writing, with a variety of constituencies including students, faculty, administrators, and staff. Demonstrated ability to use a personal computer and current software programs. The selected candidate must be able to successfully pass the college's pre-employment security screening.

QUALIFICATIONS PREFERRED Master's degree in public relations, marketing, or a related field is preferred. Fundraising experience in a college or university environment is preferred.

POSITION RESPONSIBILITIES The Director of Development is responsible for directing and managing the day-to-day development functions of the College. This position supervises development staff, directs the annual fund, writes corporate and foundation grant proposals, manages donor communications, provides leadership to the scholarship program and manages fundraising special events and alumni outreach. The Director of Development serves as the primary staff for special groups such as alumni. The Director of Development reports to the Vice President of Institutional Advancement and serves in her absence as the unit's manager.

APPLICATION PROCESS Application reviews will begin **OCTOBER 21, 2010**. Applications will be accepted until the position is filled.

To apply for this or any other JSRCC vacant position, please visit the Virginia Jobs website <http://jobs.virginia.gov/>. For full consideration, the cover letter, curriculum vitae, and unofficial transcripts must be received with the online application. Three current letters of recommendation relevant to this position and official transcripts must be received in the Office of Human Resources prior to the first day of employment.

Women and minorities are encouraged to apply.
"Reasonable accommodations" are provided for applicants with disabilities.
AA/EOE/ADA