

ILISAGVIK COLLEGE
- EXTERNAL JOB ANNOUNCEMENT -
Posting Date: February 10, 2015
Closing Date: Until Filled

POSITION: Development Director
LOCATION: Barrow, Alaska
REPORTS TO: President
WORK SCHEDULE: Monday through Friday, 8:30 a.m. to 5:00 p.m.
COMPENSATION: \$85,564 DOE+ Benefits [EXEMPT Position]

JOB DESCRIPTION: Oversee and facilitate all fundraising activities for Iḷisaġvik College and the Iḷisaġvik College Foundation, including: corporate donations, web giving, individual donor campaigns, capital campaigns, and others; Coordinate quarterly meetings of the Foundation Board of Directors; Seek and maintain relationships with donors: corresponding regularly with prompt and adequate communication, hosting donors on-site in Barrow and traveling to meet with donors in Anchorage periodically; Maintain and develop donor files, keeping up-to-date records of donations received; Maintain public fundraising profiles for the College and Foundation; Stewardship: ensure that all donations to the College and Foundation are promptly and adequately acknowledged; Attend monthly Cabinet meetings and maintain open communication with budget managers to determine funding needs and draft appropriate and persuasive funding requests; Comply with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; Perform other duties as assigned.

REQUIREMENTS: Bachelor's degree or equivalent; Three years demonstrated work experience in related field; Demonstrated successful professional fundraising/development experience, including working with foundations, the private sector, and the public; Client/customer service experience and expertise (professionalism, attentiveness, friendly attitude); Excellent oral, written, interpersonal, and presentation communicative skills; Word processing and spreadsheet capabilities; Leadership skills and ability to work independently; Demonstrated ability to effectively manage multiple responsibilities, shifting priorities, and meet changing deadlines; Demonstrated organizational skills; Demonstrated ability to interact effectively in a multicultural environment; Ability to travel periodically; Stable employment history; Valid driver's license.

PREFERRED: Master's degree OR fundraising certifications such as Certified Fund Raising Executive (CFRE); Five years demonstrated work experience in related field; Demonstrated knowledge of private fundraising/development, regulations, procurement processes, and expenditures; Experience conducting capital campaigns; Experience with Rural Alaskan environments; Demonstrated experience with post-secondary institutions; Demonstrated knowledge in one or more of the following areas: North Slope Borough (NSB) institutions and organizations; Iḷupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; ability to interpret and represent College actions and Western institutions to the NSB community.

SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:

ILISAGVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723

ATTN: Human Resources Fax: [907] 852-3936

[Application may be downloaded via <http://www.ilisagvik.edu> or contact jobs@ilisagvik.edu]

-Iḷisaġvik College is a Drug Free Work Place and Equal Opportunity Employer-