



POSITION VACANCY ANNOUNCEMENT

- DISTRIBUTION:** February 5, 2010
- POSITION TITLE:** **DIRECTOR OF DEVELOPMENT**
- EMPLOYMENT TYPE:** Full-time, 12 Month Administrative Appointment
- POSITION DESCRIPTION:** Under the direction of the Foundation Board and the College President, the Director of Development will coordinate fundraising programs and will serve as the primary fundraiser for Morgan Community College and the off-site centers in our 11,500 square mile service area in eastern Colorado. Specific responsibilities include the identification, qualification, cultivation, solicitation and the stewardship of the College's major gift prospects, planning and implementing planned-giving strategies, assuming leadership for annual giving campaigns, assuming leadership for endowment drives, coordinating and overseeing grant-writing activities, taking leadership for special development projects, and the overall administration of the Development Office.
- REQUIRED QUALIFICATIONS:** Bachelor's degree from an accredited college or university and experience in fundraising is required. Excellent public speaking, oral and written communication, and presentation skills. Strong interpersonal skills. Ability to develop and maintain good working relationships with diverse groups of people. Positive public relation skills and friend building skills. Self-starter and ability to work independently with good organizational skills and excellent management skills. Strong computer skills and knowledge of MS Office (Word, Excel, PowerPoint). Demonstrated initiative, creativity, and resourcefulness. Experience with developing and maintaining working relationships with board members, donors, alumni, community members, faculty and staff. Enthusiasm and a high degree of professionalism and integrity. Ability to work as a leader and as a team. Current, valid, Colorado driver license required once employed.

**PREFERRED
QUALIFICATIONS:**

Experience in giving programs and coordinating special events is preferred. Experience with ETapestry. Higher education experience is preferred.

SALARY:

Salary competitive (Based on level of education, skills and experience). Benefits include health, life, & dental insurance, LTD, & benefit package from Colorado PERA program in accordance with Colorado Community College System policies. No relocation assistance is provided.

**APPLICATION
PROCEDURES:**

Applicants must submit a cover letter responding to the position description and required qualifications; resume; MCC Employment Application (available at visit <http://www.morgancc.edu/welcome/employment.html>), transcripts (*unofficial are acceptable as part of the application process – official copies will be required prior to hire*), and names of 3 references to: Human Resources, Morgan Community College, 920 Barlow Road, Fort Morgan, CO 80701. Fax to (970) 542-3117, or e-mail: Human.Resources@morgancc.edu.

APPLICATION DEADLINE:

Review of applications is ongoing, for maximum consideration application packet must be received by March 1, 2010. Position will remain open until filled. Incomplete application packets may not be considered.

SELECTION PROCEDURE:

Candidates will be evaluated on the basis of their qualifications as related to the duties & responsibilities of the position. Skills testing may be included in the screening process. Interviewed Faculty candidates will be required to prepare and deliver an actual classroom learning experience/lecture before the selection committee. More information will be given to candidates at the time the interviews are scheduled. Final candidates will be invited to travel to the College, at their own expense, to interview with the Screening Committee & college officials.

NOTE: Finalist must submit to and successfully pass a post-offer, pre-employment background check as a condition of hire. *It is Morgan Community College's procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.*

IMPORTANT NOTE TO APPLICANTS: FORMER EMPLOYEES OF COLORADO COMMUNITY COLLEGE SYSTEM OR ONE OF ITS 13 COLLEGES, WHO WERE DISCIPLINARILY TERMINATED OR RESIGNED IN LIEU OF TERMINATION, MUST DISCLOSE THIS INFORMATION ON YOUR APPLICATION.

MORGAN COMMUNITY COLLEGE is one of 13 colleges comprising the Community College of Colorado. Service area. Morgan Community College is located on I-76, 80 miles northeast of Denver and approximately 100 miles east of the Rocky Mountains. Morgan Community College provides quality lower division and occupational education through innovative and non-traditional delivery to an 11,500 square mile service area in eastern Colorado. With nearly 50,000 residents, the College serves this vast, rural, agricultural area from its main campus in Fort Morgan and through five sites located 75 to 150 miles from the main campus. Students are enrolled in traditional classes, telelearning including three fiber networks (additional networks are planned) and TV classes. The College is seeking dynamic, creative individuals who are committed to the community college philosophy, student success, and public service. If you are seeking a rural or small community life style, with excellent conditions for families; closeness to a major metropolitan area and year-round recreation and natural beauty; and a dynamic, forward-looking workplace, this position may be for you!

NOTICE TO ALL APPLICANTS: Morgan Community College must comply with the Immigration Reform and Control Act/1986. If you are hired, you will be required to provide documents to show your identity and your authorization to work. The law applies to all persons hired.

Colorado Fiscal rules require all new hires to be placed on the Direct Deposit Payroll Program.

As a condition of employment, each employee shall agree to abide by MCC's Drug-Free Workplace Policy Statement. It is the policy of Morgan Community College that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace by an employee is prohibited. Any employee who violates this policy will be subject to appropriate disciplinary actions which may include termination. The policy in its entirety may be found on the MCC website: www.morgancc.edu.

Morgan Community College publishes its Annual Campus Security Report in its entirety on the MCC website: www.morgancc.edu. The categories reported are: 1) Murder/Non-negligent manslaughter, 2) Forcible sex offenses including forcible rape, 3) Non-forcible sex offenses, 4) Robbery, 5) Aggravated assault, 6) Burglary, 7) Motor vehicle theft, 8) Arson, 9) Negligent manslaughter, 10) simple assault (pertaining to Hate Offenses), 11) Liquor law violations, 12) Drug law violations, and 13) Illegal weapons possessions. Upon request, an individual may receive a paper copy by addressing the request in writing to: Vice President of Student Success, Morgan Community College, 920 Barlow Road, Fort Morgan, CO 80701.

Morgan Community College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national origin or ancestry, sex, sexual orientation, religion, veteran status, age, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504, Age Discrimination Act, and Title II of the ADA. Written inquiries may be referred to the Affirmative Action Officer, Morgan Community College, 920 Barlow Road, Fort Morgan, CO 80701.

Qualified Protected Class Individuals are Encouraged to Apply.