

EMPLOYMENT OPPORTUNITY

Company: Ohio Association of Community Colleges (OACC)
Position: Executive Director of the Center for Development
Location: Columbus, Ohio 43215
Hours: Full-time, some travel

OVERVIEW:

The OACC Center for Development has been created to serve as a resource to 23 OACC member institutions. The Executive Director of the Center for Development will coordinate all fundraising, grants, education, and communication efforts. While a significant portion of these responsibilities may take place in the OACC's Columbus office, the Executive Director may be able to successfully carry out this position's responsibilities living elsewhere in Ohio.

RESPONSIBILITIES:

- Facilitate the identification, cultivation and solicitation of national and statewide donor prospects;
- Manage and coordinate activities for the Center's Board of Directors;
- Coordinate and facilitate capacity building activities for 23 member institutions, including:
 - Overseeing the creation and delivery of a comprehensive curriculum targeting the critical needs of development professionals and provide training to address new, mid level, and advanced knowledge and skill sets;
 - Coordinate member services, including, but not limited to: technology/software acquisition, access to professional services, giving vehicles, and collaborative purchasing,
 - Manage ongoing Communication

QUALITIES:

The ideal candidate will lead the center through a projected period of growth to develop programming, create revenue, meet the needs of member clients, and assess programmatic impact.

The position requires a demonstrated entrepreneurial ability, a sound understanding of the principles of association and foundation management, theoretical and practical knowledge of issues in nonprofit leadership, theoretical and practical knowledge of issues in resource development, a general knowledge of the higher education environment, and more specifically of community colleges.

The position requires a Master's degree in Nonprofit Management, Public Administration, Business Administration, or a related field; a minimum of 10 years of progressive leadership experience in nonprofit organizations; significant fundraising experience; experience in marketing and communications; understanding of nonprofit governance; understanding of nonprofit financial management; and experience in managing a contemporary office with current technologies. Experience in a post-secondary educational setting – specifically community colleges – is preferred.

To apply:

Please submit resume, cover letter, a list of at least 3 references, and salary requirements to:

Dr. Ron Abrams, President
Ohio Association of Community Colleges
175 South Third Street, Suite 560
Columbus, OH 43215
Fax: 614-221-6239 or by E-Mail to: info@ohiocc.org

Deadline: Applications will be accepted until the position is filled.