



*Be prepared to excel*

**Position Announcement and Leadership Statement  
MITCHELL COMMUNITY COLLEGE | STATESVILLE, NC**

**Executive Director of Development & College Relations**



## **The Organization | *Mitchell Community College***

From its historic campus in Statesville, NC and a second campus in nearby Mooresville, Mitchell Community College is part of a unique 150-year history of higher education in Iredell County. MCC offers a variety of curriculum and continuing education course offerings ranging from Agribusiness Technology to the Fine Arts. Few community colleges offer such a strong variety of options for students.

MCC's instructional philosophy is based on Contextual Teaching and Learning which recognizes that there should be a porous boundary between what is taught in the classroom and what is going on in the world around us. The goal is to make learning opportunities relevant to all students.

MCC's work is based on the Foundational Competencies of its mission, purpose, beliefs, and statements of integrity. This includes the belief in an inclusive culture that puts diversity into action by producing a climate of engagement and respect where an array of beliefs, interests, experiences, and perspectives are valued and utilized to achieve our goals. The Equity and Inclusion Council, with the support of the College administration, advises and recommends policy and practice on matters related to diversity, equity, and inclusion.

## **The Community | *Statesville, NC***

With its location at the intersection of I-40 and I-77, the Statesville/Iredell County area is ideally located for commerce, industry, and an excellent quality of life. Nearby Charlotte, the largest city in NC and a major commercial hub in the southeast, provides offerings in the arts and a vibrant nightlife in its modern city center. Also nearby are NASCAR and the popular Lake Norman area which add to the amenities the area offers.

## **The Position | *Executive Director of Development & College Relations***

The Executive Director of Development & College Relations reports directly to the President of MCC and is responsible for the coordination of all aspects of fund raising for the College. This position is also responsible for public and community relations, grants writing, and public information, and oversees the operations of development, alumni relations, resource allocation, evaluation of services and staff, special projects, and other duties assigned by the President.

The following are normal duties for this position that are completed under the direction of the President and Vice President for Accounting/Chief Financial Officer. The omission of specific assignments does not exclude them if the work is similar or related. Other duties may be required and assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinates all fundraising and development activities, including:
  - Mitchell Community College Foundation Endowment for Excellence (MCCFEE) fundraising campaign
  - Annual giving programs for students, employees, community, and alumni
  - Recognition programs for donors
  - Annual calendar of activities and events
  - Development materials
  - Development team to plan fundraising activities
  - Donor research and prospect development
  - Campus-wide special fundraising events
- Coordinates grant writing and identifies opportunities and needs for specialized funding:
  - Convenes interdisciplinary team to review grant opportunities
  - Coordinates grant development and the preparation of grant request packages
  - Oversees grant writing
- Coordinates public relations and public information:
  - Coordinates public relations and advertising for the College
- Serves as a College liaison for the Mitchell Community College Foundation to develop and coordinate fund-raising programs
- Coordinates activities necessary to maximize effective external relations for the College
- Conducts planning, evaluation, status reporting and administrative work for development program:
  - Supervises development, alumni, and public relations staff
  - Manages and allocates assigned resources
- Manages budgets for alumni, development, and public relations
- Serves on College committees and represents the College to community groups, alumni, and others in order to develop and maintain effective working and collaborative relationships
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, and completing employee performance appraisals
- Performs other related duties as required or assigned

**QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's degree required, with the master's preferred.
- Successful experience with fundraising required.
- Experience with current donor management system or similar products.
- An understanding of and commitment to the mission of the community college and the diversity of the community college student population.
- A demonstrated competence in oral, written, and interpersonal communication skills, computer skills, valid driver's license, and availability to work a flexible schedule.

- The ability to demonstrate maturity and sound judgment, tact and discretion, professional demeanor, and behavior at all times.
- The ability to follow directions and College procedures and policies, as well as strong team skills, is required.
- The College is a learning-centered institution, which encourages its employees to be life-long learners.

**[APPLY HERE](#)**

**PROCEDURE FOR CANDIDACY:**

Mitchell Community College has retained Capital Development Services to assist with professional recruitment. **Nominations, expressions of interest, and applications can be submitted via email to [searchservices@capdev.com](mailto:searchservices@capdev.com).**

Candidates should include a cover letter, a resume, and a list of three references. All material will be confidential. Additional inquiries may be directed to Capital Development Services, 336-747-0133 x 208.