

THE COLLEGE

Hartnell College is one of the oldest educational institutions in California. It was originally established in 1920 as Salinas Junior College and was renamed in 1948 after William Edward Petty Hartnell, who founded the first school in this region in 1834. The main campus, located in Salinas, was developed in 1936 and remains as the valued cultural and educational center of the Salinas Valley.

Hartnell offers the first and second year of a baccalaureate program, and awards the associate of arts/sciences degrees and certificates of proficiency. The College has transfer agreements with many California State University and University of California Campuses that guarantee admission for Hartnell Students who have completed the two-year requirements.

THE POSITION

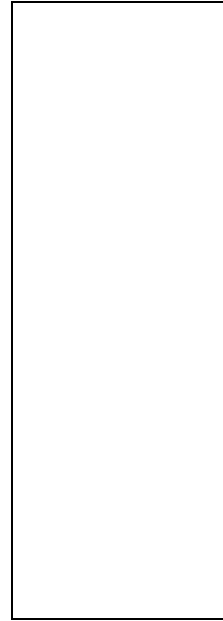
Under the general direction of the Vice President for Advancement, the Development Officer provides support and fundraising expertise for the development related activities of the college. This will include, but is not limited to primarily foundation and corporate proposals, annual fund, special events, project funding and alumni development.

For more information, or to request required application packet, contact:

**HUMAN RESOURCES &
EQUAL EMPLOYMENT OPPORTUNITY**
411 CENTRAL AVENUE
SALINAS, CALIFORNIA 93901
(831) 755-6706 FAX: (831) 755-6937
work@hartnell.edu
www.hartnell.edu/hr

Application available on-line!

*Hartnell College
Human Resources & Equal Employment Opportunity
411 Central Avenue
Salinas, CA 93901*



HARTNELL COLLEGE



Employment Opportunity

DEVELOPMENT OFFICER

Filing Deadline: Open Until Filled
Priority screening date: October 23, 2008

REPRESENTATIVE DUTIES

- Work with senior leadership to develop strategies and implement tactics that will successfully increase philanthropic support from key constituencies.
- Identify, cultivate, solicit and steward corporations, corporate foundations, and private foundations.
- Initiate opportunities for faculty, administrators and deans to interact with corporate and foundation prospects and interpret corporate and foundation interest to university constituencies.
- Develop highly competitive and successful grant proposals for corporate and foundation prospects.
- Monitor proposal deadlines, prepare and edit proposals, and manage proposal submissions and progress and final reports.
- Develop strategies for and manage the annual fund including setting goals, overseeing coordination of direct mail, major special events and other types of solicitations.
- Staff funding committees and run campus area campaigns, i.e. scholarships, athletics, arts, etc.
- Develop an alumni component of the Advancement operation considering available resources that includes areas such as alumni database, alumni fund. Work closely with alumni and faculty in planning activities and programs. Maintain communications with alumni, encouraging long-term relations.
- Assist with advancement operations at all levels including formation and information for donor records and database.
- Oversee production of foundation marketing materials, i.e. newsletter, Annual Report.
- Provide general support to the Advancement office and programs.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- ◆ A Bachelor's degree **AND** three years increasingly responsible development experience **OR** equivalent which is an AA degree and six years of full-time documented experience in fundraising field within last 10 years.
- ◆ Strong computer skills.
- ◆ Must have a valid driver's license.
- ◆ Must be sensitive to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community at-large.

DESIRED QUALIFICATIONS

- ◆ Demonstrated success in fundraising.
- ◆ Demonstrated ability in grant and proposal writing.
- ◆ Demonstrated ability to write well and communicate effectively.

** Meeting the minimum and/or desired qualifications does not assure any candidate an interview.*

CONDITIONS OF EMPLOYMENT

Regular, full time, classified management position. Salary range: \$73,653 to \$87,093 annually (**placement dependent upon relevant experience**). District-assisted health and welfare coverage for employee and dependents includes medical, dental, and vision. Life, accident, and income protection insurance premiums are available for the employee only. The District participates in contributions to the appropriate retirement system.

All offers of employment are contingent upon approval by the Board of Trustees, receipt of official transcripts verifying the degree stipulated under the minimum qualifications section, employment verification, and any other pertinent documentation. Individual selected is required to be fingerprinted and must submit to a tuberculosis examination.

APPLICATION PROCEDURE

All applicants **must** provide the following items in order to be considered in the initial screening:

- 1) A completed district application for administrative service.
- 2) A cover letter indicating how qualifications and employment standards are met.
- 3) A current resume.
- 4) College or University transcripts verifying educational requirement. (copies acceptable)

**ONLY MATERIALS REQUESTED WILL BE
FORWARDED TO SELECTION COMMITTEE.**

It is the applicant's responsibility to be sure that all required materials are in the Human Resources office by 4:30 p.m. on the filing deadline. Submit all application materials together. Applicants submitting incomplete application packets cannot be considered.

All documents included in your application file become the property of the college and will not be returned. Your file for this opening will not be considered for future openings.

EQUAL OPPORTUNITIES

It is the policy of the Hartnell Community College District that no person shall be discriminated against in any employment procedure on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, age, marital status, veteran status, or disability. The College actively seeks applications from candidates who have multi-cultural experience. Contact the Office of Human Resources and Equal Employment Opportunity if you need any special accommodations to complete the application process. A49:jobflyer dates 9/26/08-OUF