



## **DIRECTOR OF FUNDRAISING**

Highland Community College is a small, but vibrant community college in the northwest corner of Illinois, within driving distance of Chicago and Madison, Wisconsin. The Highland Community College Foundation is currently accepting applications for a Director of Fundraising. This position will work collaboratively with the Executive Director of the Foundation and is chiefly responsible for seeking private funding support for Highland Community College Foundation's annual operating needs, specific campaign initiatives, and other identified College/Foundation priorities by significantly expanding the donor base in Northwest Illinois. Supports HCC Foundation efforts in engaging corporations for gifts and pledges, sponsorships program/curricular and cause-related marketing ventures. The ideal candidate will be a self-motivated professional with the ability to build and maintain relationships with people of different social, economic and ethnic backgrounds. Must possess exemplary oral and written communication skills. Ability to manage and operate database of donors also required. Bachelor's degree and experience in managing key donor relationships desired. Three (3) years of fundraising/development experience required, preferably in higher education. An equivalent combination of education and fundraising experience providing required knowledge and skills may be considered. This position will work an occasional evening and weekend and is also required to travel in and out of the College district. Successful criminal background check and drug check required. Salary commensurate with experience.

Application is not complete until the following materials are submitted: cover letter, resume, undergraduate and graduate transcripts (unofficial copies are acceptable for the purpose of application) and three (3) current professional letters of recommendation. Review of applications will begin January 9, 2012.

To apply for this position and view complete job description and requirements, please visit our website at [www.highland.edu/employment](http://www.highland.edu/employment).

***HCC is an Affirmative Action/Equal Opportunity Employer  
and encourages applications from women and minorities.***