



POSTED: April 19, 2023

Associate Director of Institutional Advancement
\$50,000-\$55,000

Clinton Community College, a member of the State University of New York, is situated on the shores of Lake Champlain with panoramic views of the Adirondack Mountains and the Green Mountains of Vermont. The College's mission is to provide educational opportunities in an inclusive and safe environment that empower individuals to create their own paths to personal and professional growth. The College strives to be diverse in ways that reflect the world in which we live and work. By being intentional about creating a strong climate of mutual respect and inclusiveness, we recognize that learning experiences will be broader, richer and more meaningful for all members of our community.

The Associate Director of Institutional Advancement is directly responsible to the Executive Director for Institutional Advancement and shall act on behalf of the Executive Director in his/her absence. Duties are performed in a fast-paced, personal service focused work environment. This is a twelve-month, full-time professional position with some evening and weekend hours required.

Duties and Responsibilities:

- Manage Annual Fund Drives including expansion and outreach to all Alumni contacts.
- Produce an Alumni newsletter each semester and assist in producing an annual report.
- Develop and maintain on-line giving program including management of the Foundation and Alumni webpages, Facebook, and other social media.
- Manage all scholarships offered by Clinton Community College Foundation including enhancement of application process, advertisement and follow up communications. The Associate Director will work closely with the Admissions office to utilize scholarships as a tool to recruit and retain students.
- Manage stewardship program with donors which includes an annual recognition event for
- students and donors.
- Manage all special events including solicitation of sponsors for events. Other events include golf tournament, Annual Raffle, Reunion of Alumni/Retirees/Friends, scholarship breakfast, and art gallery.
- Promote events using traditional and social media venues.
- Manage and monitor Special Events budget.
- Other duties as assigned.

Required Knowledge, Skills, and Abilities:

Must possess excellent oral and written communication skills, organization, and planning skills. Must have demonstrated the ability to work harmoniously with all campus constituencies and the community. Must possess a proven track record in building trust and maintaining the strictest confidence when handling and managing personal information and records.

Minimum Qualifications:

Bachelor's degree in Business, Marketing, English or a related field. Master's degree preferred. Five to seven years of a progressive increase of responsibilities related to fundraising and special events management preferred.

To apply:

The search will remain open until the position is filled. Please a letter of application, resume, and a CCC application available here: [Microsoft Word - Professional Application 2017 \(clinton.edu\)](#)

Please email your application materials to:

hr.recruiting@clinton.edu

Clinton Community College

136 Clinton Point Drive, Plattsburgh, New York, 12901

Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/ Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary.