



HUDSON
COUNTY
COMMUNITY COLLEGE
VACANCY NOTIFICATION
Posting Date: May 23, 2016

Assistant Vice President for Development

Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by the Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges' (AACCC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the Library Building.

The College is currently searching for an experienced **full-time Assistant Vice President of Development**. Reporting directly to Vice President for Development, serves as a resource for administering and developing campaigns for the College's Foundation and other projects. Also provide leadership for Grant functions.

Responsibilities

- Administering the Foundation's Annual Scholarship Program as well as assisting in the development of fundraising campaigns as designated by the Vice President for Development.
- Provide leadership in developing and monitoring the Grants functions.
- Assist in communication to donors.
- Plan and implement focused campaigns for special gift opportunities.
- Gather records and prospect identification.
- Create and maintain a Planned Giving Program.
- Participate in the planning and execution of special events.
- Provide support for the College Foundation's five-year Strategic Plan.
- Work closely with the Director of Communications and Dean of Research and Planning.

Requirements: A bachelor's degree is required, Master's degree preferred. A minimum of three years of successful experience in development and fundraising, which include planned giving, and major gift experience (preferably in higher education). Skilled at establishing and cultivating strong relationships with peers, across different levels of organization and externally.

To Apply: Send letter of application, resume, salary requirements and names/contact information of three professional references.

Department of Human Resources
81 Sip Avenue, Mezzanine Level
Jersey City, NJ 07306
E-mail: Resumes@hccc.edu
Fax: (201) 714-2509

For additional information and employment opportunities at HCCC, please visit:
www.njherc.org, www.higheredjobs.com and www.latinosinhighered.com

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

HCCC IS AN EEO/AA EMPLOYER