

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Director of Institutional Advancement

LOCATION: Panola College, Carthage, Texas

EMPLOYMENT TERM: Full-time, 12-month position

BEGINNING DATE: Negotiable

RESPONSIBILITIES: The Director fosters, develops, and leads in a manner that supports the College's mission through an array of targeted initiatives in the areas of alumni affairs, fundraising, college-wide marketing, and public relations. He/she manages the College Foundation, as well as its activities, including annual giving, corporate and foundation relations, planned giving, donor relations, alumni relations, research and prospect management, special events and the management of endowed scholarships. A complete job description may be found on the College's website at <https://www.panola.edu/humanresources>

QUALIFICATIONS: Master's degree in a related field with at least 3 years experience directly related to the duties and responsibilities specified. Experience and success in marketing, development/fundraising management, and alumni affairs required. Certified Fund Raising Executive (CFRE) certification preferred.

COMPENSATION: The salary offered will be commensurate with educational background and work experience.

BENEFITS: Group Health and Life Insurance, Educational Retirement, Social Security, Optional - Disability, Additional Life, AD&D, and Dental Insurance. 60-day waiting period.

CLOSING DATE: Screening of application begins May 15, 2024. Position is open until filled.

****Must pass a pre-employment criminal background check.****

APPLICATION PROCEDURE: Applicants should secure and submit an application with a detailed resume, official transcripts and three letters of recommendation to:

Jeremy Dorman, Director of Human Resources
Panola College, 1109 W. Panola St, Carthage, Texas 75633
903.693.2021 email: jdorman@panola.edu

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