VACANCY

at

RUST COLLEGE - HOLLY SPRINGS, MISSISSIPPI  38635

Applications are invited for consideration for appointment to the following position:

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Director of Corporate and Foundation Giving</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>DATE TO BE FILLED:</td>
</tr>
<tr>
<td>TBD</td>
<td>Immediately</td>
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<tr>
<td>RANK OR POSITION AND SALARY RANGE:</td>
<td>TBD</td>
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**Job Description:**

Reporting to the Associate Vice President for Development, the Director of Corporate and Foundation Giving will maximize philanthropic support for Rust College priority funding needs by developing, building and strengthening key alliances with corporations and foundations. A collaborative approach to leadership is required as this position interacts regularly with university administrators, college/school/unit leadership, and key faculty who interface with the corporate and foundation sectors.

**Additional Department Summary:**

In partnership with the Associate Vice President for Development, the Director will develop, implement and manage a comprehensive fundraising plan to maximize philanthropic support for UA’s priority funding needs from corporations and foundations. The Director is expected to enhance the plan periodically by proposing new initiatives that will grow private giving from corporations and foundations. The Director will proactively manage a portfolio consisting of corporate and foundation donors and prospects and will personally cultivate, solicit (in-person or through written application) and steward these donors in collaboration with internal partners. Stewardship may include comprehensive reporting back to the donor. Documents activity within Denny, the Division of Advancement’s CRM database. Performs other duties as assigned.

**Required Minimum Qualifications:** Bachelor's degree and five (5) years of experience, in development, fundraising, sales, or public relations; OR Master's degree and three (3) years of experience in development, fundraising, sales, or public relations.

**Additional Required Department Minimum Qualifications:** Must have valid U.S. driver's license. Must be at least 21 years of age at time of hire and have an acceptable Motor Vehicle Report as determined by the insurance carrier.

**Skills and Knowledge:** Good public relations, oral and written communications, excellent organizational skills, and excellent interpersonal skills required. Ability to use personal computer for word processing and standard software packages.

**QUALIFICATIONS:** The applicant must have a Bachelor=s degree. The applicant must have strong interpersonal, written, and oral communication skills. The applicant must also have good computer skills (knowledge of PowerPoint software is a plus). Additionally, the applicant must have the ability to transport, lift, and carry bulky work related materials to remote sites while working alone. The applicant must possess a valid driver=s license.
**SPECIAL INFORMATION:** The Federal Government requires that every individual hired since May 31, 1987 complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

Persons interested in the above position should submit a resume along with a letter of interest to:
Corey Buchanan, HR Director
Rust College
150 Rust Avenue
Holly Springs, MS 38635
careers@rustcollege.edu

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<thead>
<tr>
<th>CLOSING DATE FOR RECEIPT OF APPLICATION:</th>
<th>POSTING DATE:</th>
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<tr>
<td>Open until a qualified applicant is found</td>
<td>March 5, 2021</td>
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Rust College is an equal opportunity/affirmative action employer.