



ALLEN COMMUNITY COLLEGE
IOLA, KANSAS
ANNOUNCEMENT OF VACANCY

- POSITION:** **DIRECTOR OF DEVELOPMENT**
12 Month Contract Full-time Position
- RESPONSIBILITIES:** The Director of Development plans, manages, and directs the College development program coordinating fundraising, with a focus on major gifts. Seeks foundation, federal, corporate, and state grants that will assist the college in meeting its mission. Maintains contact with donors and researches potential donors to cultivate, request, and acknowledge their support. Organizes and directs annual giving campaigns and events. Directs college alumni relations and public relations for the development area. Serves as liaison to and supports the Endowment Association.
- [Position Description](#)
- QUALIFICATIONS:** Bachelor's Degree required. Demonstrated fundraising experience preferred. Sales and marketing experience a plus. Excellent written, oral, and interpersonal communication skills. Must have proficiency in Microsoft Office products. Must have valid driver's license.
- LOCATION:** Iola, Kansas Campus office location
- SALARY:** Salary based on education and experience, plus commission stipends for reaching donation goals and/or writing successful approved grants. Excellent benefit package available.
- STARTING DATE:** Negotiable.
- APPLICATION:** Submit letter of interest, resume, employment application (on website www.allencc.edu) unofficial transcripts, and names, and phone numbers of three professional references. Official transcripts are required at time of employment.
- APPLY TO:** Human Resources
Shellie Regehr
Allen Community College
1801 N Cottonwood
Iola, KS 66749
FAX: 620-365-7406
Email: hr@allencc.edu

Allen County Community College provides quality higher education and workforce development through two distinct campuses and online learning to approximately 5,000 students each academic year. The Iola Campus, with residence halls and a vibrant athletics program, offers the two-year college experience in a caring environment. The Burlingame Campus, located 25 miles south of Topeka, offers a broad range of courses scheduled to accommodate busy commuter lifestyles. The Online Learning program serves students wishing to learn from a distance or who wish to take an online course to complement their on-campus courses.

Allen Community College is committed to a policy of nondiscrimination on the basis of race, sex, color, national origin, religion, age, and disability in admissions, educational programs or activities, and employment; all as required by applicable laws and regulations under the Title VI Civil Rights Act of 1964, the Title IX Regulations of 1972, Section 504 of the Social Rehabilitation Act of 1973, and the Americans with Disability Act of 1990. Responsibility for coordination of compliance and receipt of inquiries has been delegated to the Vice President for Student Affairs, Allen Community College, 1801 North Cottonwood Street, Iola, Kansas 66749, 620-365-5116, vpsa@allenc.edu.