

Job Opportunities

ASSISTANT DIRECTOR OF DEVELOPMENT

UNC SCHOOL OF PUBLIC HEALTH

General gifts development officer for the School of Public Health at the University of North Carolina at Chapel Hill. The primary responsibilities will be to work with the Director of Development to identify, cultivate, solicit and provide stewardship of gifts ranging in amounts from \$5,000 to \$50,000. Will be expected to interact well with individuals, alumni, faculty, corporate executive officers and research directors, and foundation executives and program officers. A willingness to travel will be an important requirement of the person filling this position.

QUALIFICATIONS DESIRED: Master's degree with two-to-five years of fundraising experience; ability to interact effectively in a comprehensive, research university setting; a record of fundraising accomplishments; good written and oral communication skills; mastery of the basic principles and techniques of successful fundraising.

Review of applications will begin May 6, 1994; however, position will remain open until filled. Completed applications will include a letter of interest along with a current resume and should be sent to the attention of: Charles J. Rasberry Jr. Director of Development, School of Public Health, University of North Carolina at Chapel Hill, CB#7400, Chapel Hill, N.C. 27699-7400.

MINORITIES AND FEMALES ARE ENCOURAGED TO APPLY.

Executive Director

500-member nonprofit arts organization.
Planning and budgeting,
grant writing, fundraising,
marketing, computer use,
strong interpersonal skills required.
Prefer arts management experience.
20K w/ benefits.

Write to:
WVAA
P.O. Box 744
Raleigh, NC 27602



Assistant Development Director

The North Carolina Symphony seeks an Assistant Development Officer. Responsibilities include grants research and grants writing, assisting NCSO in securing project support from individuals, foundations and corporations, and preparation of report forms. Minimum requirements, college graduate and two years of fundraising experience. Salary range: \$25 — \$30K.

Please send resume to:
N.C. Symphony, Dept. JW,
2 East South Street,
Raleigh, NC 27601

MAJOR GIFTS OFFICER

NORTH CAROLINA OUTWARD BOUND SCHOOL

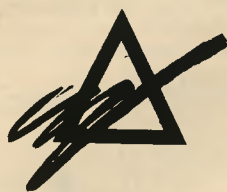
The North Carolina Outward Bound School seeks an experienced major gifts officer to identify, cultivate and solicit major gifts from individuals, corporations and foundations for the School's annual fund and 25th Anniversary Endowment Campaign.

The major gifts officer will play a leadership role in developing the external phase of the endowment campaign and work closely with volunteer co-chairs. Additional responsibilities will include major gift work for the School's annual fund campaign.

The major gifts officer will be a member of the development team at the School's headquarters located in Morganton, N.C. Candidates should have senior major gifts experience, excellent writer and verbal communication skills, ability to prepare individual funding proposals and work independently. Candidates must be committed to the spirit and goals of Outward Bound.

Please mail cover letter, resume, and salary requirements to:

MAJOR GIFTS SEARCH
NORTH CAROLINA
OUTWARD BOUND SCHOOL
121 NORTH STERLING STREET
MORGANTON, NC 28655



DURHAM ARTS COUNCIL

DEVELOPMENT DIRECTOR

Responsibilities: Plan and execute annual United Arts campaign; Write grants; Solicit corporate and individual contributors; Direct marketing campaign and promotion material for fund raising efforts including quarterly newsletter; Coordinate all solicitations including sponsorships; Oversee development data processing; Supervise staff and volunteers; Manage budget.

Requires fundraising experience; Knowledge of Durham community; Experience supervising staff and budget management; Very strong communication and organizational skills; Ability to work under pressure. Salary: Mid-30s. Reports to executive director.

Deadline: May 15, 1994.

Interested persons should submit a letter of application, List of references and resume including salary history to development search committee, Durham Arts Council, Inc. 120 Morris Street, Durham, NC 27701.

DAC IS AN EQUAL OPPORTUNITY EMPLOYER.

DIRECTOR

NC CENTER FOR WORLD LANGUAGES & CULTURES

The Center for World Languages & Cultures responds to the growing need for language and cultural skills in a global economy. Located near Charlotte, the Center will provide training in languages and cultures to a broad range of customers. The Center is a nonprofit educational institution incorporated in and funded in part by the state of North Carolina.

The Center is seeking an experienced executive with a broad knowledge of the international business community who can analyze market needs and demands, initiate program development and marketing, and oversee facility design and construction operations for the Center. Must have access to corporate leadership and be familiar with raising capital. The successful candidate must be creative, with strategic vision and a strong commitment to globalization.

APPLICATIONS SHOULD BE SENT TO:
Search Committee, NC Center For World Languages & Cultures,
412 N. Wilmington St., Raleigh, NC 27601
by May 5, 1994.

The North Carolina Center for World Languages & Cultures is an equal opportunity employer.

DIRECTOR OF MAJOR GIFTS

Baylor School is searching for an experienced person to join a team of committed professionals who take pride in their work and their association with an outstanding national independent school. Reporting to the Director of External Affairs, the director will be responsible for the qualification, cultivation, solicitation, and stewardship of alumni and friends capable of giving gifts of up to \$500,000. The successful candidates will have a minimum of a baccalaureate degree and 5 years experience in development and a proven track record in direct as well as volunteer-assisted gift solicitation.

A complete application will include a letter explaining the applicants' qualifications, a resume, and three professional references. Additional supporting materials are welcome. Review of applications will begin April 21 and the starting date is July 1, 1994.

SEND APPLICATIONS TO:
N. STEWART SALTONSTALL
DIRECTOR OF EXTERNAL AFFAIRS
THE BAYLOR SCHOOL
WILLIAMS ISLAND FERRY ROAD
CHATTANOOGA, TENNESSEE, 37405

AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER.



VICE CHANCELLOR FOR DEVELOPMENT AND ALUMNI AFFAIRS

Applications and nominations are invited for the position of Vice Chancellor for Development and Alumni Affairs. The Vice Chancellor is responsible for providing strategic direction for Medical Center fund-raising efforts and for the planning, organization and implementation of all development activities, including a \$200 million campaign. Candidates should have a minimum of 10 years of progressively responsible administrative experience, preferably in an academic or health care setting, with a proven track record in major gifts, corporate and foundation and campaign fund-raising.

Applicants must submit a letter of interest including a statement of qualifications, a current curriculum vitae, and the names, titles, addresses and telephone numbers of five references. Application packets, which will be accepted until the position is filled, should be sent to: Vicki Y. Saito, Assistant Vice Chancellor for Health Affairs, Duke University Medical Center, Box 3701, Durham, NC 27710. (919) 681-8272.

Duke University
Medical Center

Duke University is an Equal Opportunity/Affirmative Action Employer.

PHILANTHROPY NEWS FELLOW

The *Philanthropy Journal of North Carolina* is accepting applications for its Philanthropy News Fellowship. The 12-month fellowship begins in the summer and is designed to train reporters to cover philanthropy and the nonprofit sector. The *Philanthropy Journal* is the only statewide monthly newspaper in the United States devoted to covering philanthropy and the nonprofit sector and the only statewide newspaper in North Carolina.

In addition to handling basic reporting duties, the fellow will be exposed to all aspects of producing a monthly tabloid newspaper. The fellow will be part of a five-person office and will meet on a monthly basis with an adviser at Duke University's Center for the Study of Philanthropy and Voluntarism.

Candidates must have strong writing skills and be able to report with curiosity, enthusiasm, energy and resourcefulness. Recent graduates and those with several years reporting experience are welcome to apply.

Please send resume, with clips, to: Todd Cohen, Editor and Publisher, *Philanthropy Journal of North Carolina*, P.O. Box 191, Raleigh, NC 27602