

Job Opportunities

Development Officer for Corporate, Foundation and Faculty Relations

Report to Major Gifts Officer for Corporations and Foundations. Write proposals to foundations and corporations for Bowman Gray/Baptist Hospital Medical Center. Meet with faculty, physicians, and senior administrators re: funding needs. Represent the Medical Center in meetings with corporations and foundations. Identify prospects. Manage grant reporting requirements.

Required:

Bachelor's degree and at least three years professional proposal writing experience. Excellent oral and written skills. Obtain application at 910-716-4539. Send application and resume to: Personnel, Bowman Gray School of Medicine of Wake Forest University, Medical Center Boulevard, Winston-Salem, NC 27157-1017. An EEO/AA Employer.



Director of Development and Community Relations

Schiele Museum of Natural History and Planetarium, Inc.

Responsibilities include working with staff and board to establish and achieve financial goals, writing grant applications, conducting annual fund campaign, overseeing corporate and individual membership programs, supervising community relations programs, coordinating benefit events, and supporting volunteer groups and computerization of museum membership records.

Candidate should have a college degree with a minimum of 3 years in nonprofit development and fundraising, preferably in museums or education; strong communications skills; and experience with computerization of records and files.

Salary begins mid-\$30's, negotiable

Send letter of interest, resume, professional references and salary history to: Search Committee, Schiele Museum of Natural History, P.O. Box 953, Gastonia, NC 28053



EXECUTIVE DIRECTOR

Durham County Literacy Council

seeks an executive director. DCLC is a growing United Way and grant-supported agency which serves adult learners. Fund-raising, grant-writing, administrative skills and flexibility are essential. Position is 30-40 hours/week, and involves working with staff, volunteer tutors and board members, and adult learners.

Interested individuals should submit letter, resume, references, and salary requirements to DCLC, P.O. Box 61673, Durham, NC 27715



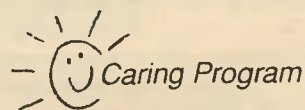
DIRECTOR OF THE ANNUAL FUND DUKE UNIVERSITY LAW SCHOOL

The Director for the Duke Law Annual Fund will develop and implement programs and strategies to meet established goals for the Duke Law School Annual Fund. Duties include managing programs for direct mail and telephone solicitation by volunteers and staff to include recruitment and training of volunteers. The Director will supervise the support operations for record keeping and gift acknowledgment. BA/BS and three years experience in fund-raising, alumni affairs or related area required. A working knowledge of computer databases and excellent communication skills, including strong writing skills, are necessary. Some travel will be required.

Applications will be reviewed beginning June 1, 1994. Please submit comprehensive cover letter and resume to: Associate Dean Evelyn M. Pursley, Box 90389, Durham, NC 27708, FAX (919) 489-5843.

Duke University

Duke University is An Equal Opportunity/Affirmative Action Employer.



Business Manager

A small nonprofit organization seeks an individual who's not afraid of hard work, can shape a new position and has the following experience and interest.

Financial

Report, post and track donations.
Code income and expenses in shared bookkeeping responsibilities with CPA.

Represent program to physician offices

Recruit physicians (by phone) to become "partners" with our organization. Help solve billing problems.

We are looking for a person with a college degree (emphasis in accounting), two years experience in the health field, computer literate, with people skills, who is adaptable and has writing skills and desires to work in a nonprofit organization.

We can offer a salary of \$24,000, health insurance, pension and 10 vacation days after the first year.

Please write the Caring Program for Children,
PO Box 610, Durham, NC 27702

The Caring Program for Children gives free health insurance to low-income children through a variety of partnerships (insurance, doctors, business, foundations, individuals, churches and government).

SPECIAL OLYMPICS COORDINATOR

Full time position to coordinate volunteer committee activities in conducting sports training and competition for athletes with mental retardation in Mecklenburg County as well as administration of the overall program.

Recreation or sports management background helpful; as are computer and people skills.

Hiring range:

\$1,500 -1,800 per month.

Send resume and cover letter to: Charlotte Search, NCSO, PO Box 98209, Raleigh NC 27624-8209

Director of the Annual Fund/ Publications Coordinator

Pre-K through 12th grade independent school (960 students) seeks to hire a creative and energetic fundraising professional as Director of the Annual Fund and Publications Coordinator.

Responsibilities include overall administration of growing Annual Fund program, extensive volunteer recruitment and management, donor cultivation, gift solicitation, and program development. As Publications Coordinator, this person is responsible for design and layout of the bi-monthly school newsletter, annual report, and other development program brochures. The Director of the Annual Fund and Publications Coordinator reports to the Director of Development. Experience preferred. Please send salary requirements and resume to: Mary Moss, Director of Development, Ravenscroft School, 7409 Falls of Neuse Road, Raleigh, NC 27615

DIRECTOR OF DEVELOPMENT

The North Carolina Partnership for Children Inc., a private, nonprofit organization, is seeking an individual to manage statewide development and fundraising activities. The Director will coordinate the creation and implementation of a development plan, provide staff support to committees and task forces, assist local nonprofits in the creation of development strategies, prepare grant and funding proposals, and organize activities to involve corporate, nonprofit, foundation and governmental entities.

Candidates should possess a bachelor's degree, have at least five years of successful development experience, have an excellent working knowledge of North Carolina, be an experienced planner, communicator and proposal writer, and possess extraordinary interpersonal skills.

Closing date for applications: June 15, 1994

The NCPFC is an Equal Opportunity Employer and offers a competitive salary and benefits package to its employees. Please address all applications to: NCPFC, 1323 Capital Blvd., Suite 102, Raleigh, NC 27603



North Carolina Amateur Sports

Director of Development

North Carolina Amateur Sports, host of the State Games of North Carolina, is seeking a Director of Development to manage all fundraising activities.

Three to five years of experience in development/fundraising desired. Knowledge of corporate community in N.C. and the Triangle desired. Primary responsibilities include developing and managing corporate contacts and a membership program. Salary approximately \$28,000 annually plus bonuses.

To apply, send cover letter, resume, and references by June 15 to: NCAS PO Box 12727 Research Triangle Park, NC 27709.