

Professional Opportunities

To place an advertisement in this section, fax copy to (919) 829-8919, attention: Marguerite LeBlanc. Deadline for the June 1995 issue is May 5, 1995. For rates and information, call (919) 829-8991.

EXECUTIVE DIRECTOR NATIONAL SOCIETY FOR EXPERIENTIAL EDUCATION

NSEE is a national, nonprofit organization well-recognized for its 25 years of contribution to education. The society represents over 1,500 faculty, administrators, and program directors from colleges, school, community and government agencies.

NSEE advocates the development of a variety of programs and activities that combine classroom learning with direct experience: internships, cooperative education, community service-learning, field studies, and cross-cultural and international experiences. The organization sponsors conferences, workshops, and other professional development events; disseminates technical expertise through its *NSEE Quarterly* and other publications, consultation services, and its National Resource Center for Experiential and Service Learning; promotes research and theory related to experiential learning; and undertakes grant-funded projects.

The Executive Director is responsible to the Board of Directors for the effective operation of the Society by directing and coordinating all programs initiated, sponsored or co-sponsored by the organization. In addition to providing leadership to NSEE constituencies, the Executive Director is expected to assume the primary role in resource development, collaboration with other professional organizations, financial management, membership development, and advocacy for the philosophy of the Society.

Candidates should demonstrate leadership capacities for a not-for-profit organization; knowledge of and commitment to the philosophy of experiential education; excellent speaking and writing skills; and a record of sound administrative experience and nonprofit financial management, including a successful grants and corporate contributions record. The Director must have the capacity for collaborative relations with staff and a high level of effectiveness in working with a diverse educational constituency that includes colleges, universities, and K-12 institutions as well as employers and community organizations.

Based in Raleigh, North Carolina, NSEE has a staff of 8 and an 18-member board. Consistently ranked as one of the country's top twenty livable cities, Raleigh is convenient to the Appalachian Mountains and the Atlantic beaches and offers excellent recreational opportunities as well as educational and cultural benefits.

Send a letter of interest, résumé, writing sample, three references, and salary requirements to Dr. Carole Leland, NSEE Search Committee Chair, c/o Center for Creative Leadership, 8910 University Center Lane, 10th Floor, San Diego, CA 92122-1029 by June 1, 1995. No phone inquiries, please.

Assistant Director The NC State Annual Fund (University Development)

Entry-level position. Staff/supervise 30 student phonathon/telemarketers 5 nights weekly. Raise contributions from parents, alumni, senior class. Friday and Saturday off. Bachelor's degree required, excellent communications skills. A minimum of 1 year demonstrated success in a professional work setting, especially fund raising. Submit letter of application, resume, and 3 references by May 1, 1995, to: Chair, Search Committee AD-AF, North Carolina State University, Box 7501, Raleigh, NC 27695-7501. AA/EOE; applications from minority or female candidates are encouraged.

DIRECTOR

Non-profit indigent outpatient health care facility in High Point, North Carolina. Position requires strong management and organizational skills. Responsible for physical site, staff and professional volunteers including physicians. Further requirements are grantwriting and fund-raising experience, ability to speak and think effectively before groups; and sensitivity toward an underserved patient population. Minimum qualifications: graduation from four-year college or university; background in health and/or human services desirable. Send resume and cover letter stating interest and salary requirements by April 30 to Mr. Alt, P.O. Drawer 2086, High Point, NC 27261-2086.

For information about bulk subscriptions,
call (919) 836-2876.

THE UNIVERSITY OF NORTH CAROLINA GREENSBORO Director of Alumni Affairs

The University: UNGC is one of sixteen constituent institutions comprising the University of North Carolina System. Enrollment is 12,000 students at the undergraduate (78%) and graduate (22%) levels. Degrees are offered in one hundred majors at the baccalaureate level, sixty-eight areas at the master's level, and in fourteen programs at the doctorate level. The University has over 65,000 alumni; approximately 57,000 are living. The majority of the alumni live in North Carolina and surrounding states.

Greensboro, North Carolina joins High Point and Winston-Salem as the major cities in the Piedmont Triad area which consists of eleven surrounding counties. Greensboro's population is approximately 200,000 and the Triad population is approximately one million.

The Position: The Director of Alumni Affairs reports to the Vice Chancellor for Development and University Relations. The Office of Alumni Affairs is one of six offices comprising the Division of Development and University Relations. Other offices include: Advancement Services, Development, Information Services, Publications, and The Spartan Club.

The Director of Alumni Affairs is responsible for developing and managing the University's program of alumni activities and relations. Additionally, the Director serves, at the pleasure of the UNGC Alumni Association, as the Association's Executive Secretary. In this role, the Director supports the officers and committees of the Association and provides day-to-day management of the Association's activities and programs.

The office of Alumni Affairs: Staff consists of four professional positions, including the Director, three support staff, and other part-time and student help. The other professional staff members include the Assistant Director for Off Campus Programs; the Assistant Director for On Campus Programs; and, the Reunion Coordinator/Gift Officer. The Director of Publications serves as Editor of the *Alumni News* and technical support (graphic design, photography, etc.) is handled by the Publications Office.

The UNGC Alumni Association: The Alumni Association is a 501(c)(3) not-for-profit corporation that operates in cooperation with the University. An agreement and operating plan between the Association and the University outlines the working relationship. It is reviewed and renewed every two years corresponding with the change in Association Presidents. The University, by separate agreement, provides fiscal services and support.

Description of Duties: The position of Director of Alumni Affairs includes the following: 1) Manage the day-to-day activities of the Office of Alumni Affairs including staffing, budget development; 2) Develop, with appropriate staff and volunteers, annual and long range program plans for alumni activities and support services; 3) Oversee implementation of specific programs and activities; 4) Assist other offices in the Division and the University in developing and managing programs where alumni can be helpful, e.g., career services mentoring, communications network, fund raising, admissions; and 5) Undertake activities and duties as requested by the Vice Chancellor.

This position requires travel, often with overnight stays, within North Carolina as well as regionally and nationally. Normal physical capabilities that allow the individual to carry and set up materials, displays and audiovisual equipment are required.

Qualifications:

1. Experience in the field of alumni relations in a college or university setting or a related field is required;
2. Evidence of successful organizational, management, and communications skills, sound judgment and the ability to work as part of a management team is required;
3. Academic preparation at the graduate level is desired; a bachelor's degree is required;
4. Preference will be given to candidates who are graduates of the University, however all candidates will be fully considered.

Position details:

Salary: Commensurate with qualifications and experience.

Availability: The position will be available August 1, 1995.

Application Deadline: May 1, 1995 or until the position is filled.

Applications should be sent to:

Dr. Cherry Mann Callahan
Chair, Alumni Affairs Search Committee
c/o Office of Student Affairs
147 Mossman Building
University of North Carolina at Greensboro
Greensboro, NC 27412-5001

The application packet should include: letter of application, resume, and the names, addresses, and telephone numbers of three references.

EEO/AA:W/M/V/D

EXECUTIVE DIRECTOR

The Board of the Kinston Community Health Center, Inc., is searching for a full time Director to manage a not-for-profit, federally funded 330 Health Center. Present or past experience as a Board member or in holding a key management position in such a Center or any combination of experience (at least 3 years) in Health Care or Human Service management would be preferred with a Bachelor's degree as a minimum. Position must have a working knowledge of strategic planning, finances, personnel, space planning, grants management, computer hardware and software and must be able to articulate the vision of the center to the community. Salary in the \$40K range with excellent fringe benefit package. Resume with 3 references by April 30, 1995 to:

Consultant
Kinston Community Health Center, Inc.
P.O. Box 2278
Kinston, NC 28502
KCHC, Inc. is an EOE

Director of Development

The Music Educators National Conference (MENC), a national non-profit music education association, seeks a skilled professional to develop and implement a comprehensive fund-raising plan. This is a new senior position reporting to the Executive Director. It requires proven success at raising significant dollars.

The successful candidate will have experience and knowledge in all aspects of private fund-raising, including major gift procurement, annual giving, and deferred giving programs. S/he will also have substantial management experience; an ability to think strategically and creatively; an aggressive and entrepreneurial approach to fund-raising; excellent written and oral communication; and ability to converse easily with high-level corporate and individual donors as well as celebrities. Advanced degree preferred.

Qualified candidates should send letters of interest and resumes with references and salary history to:

Office of the Executive Director
MENC
1806 Robert Fulton Drive
Reston, VA 22091

SUMMER INTERNSHIPS AVAILABLE

The Philanthropy Journal of North Carolina has opportunities available for summer internships in the following areas:

- Photography
- Research
- Reporting
- Special event planning
- Library Science
- Advertising

Excellent hands-on experience for those interested in learning about the nonprofit sector, as well as those interested in journalism. College or graduate students encouraged to apply.

Hours flexible.

Send resume and cover letter to: *Kate Foster, Philanthropy Journal of North Carolina, P.O. Box 191, Raleigh, NC 27602. For information, call Kate Foster at (919) 836-2877.*