

# Job Opportunities

## DEADLINE

To place an advertisement in this section, fax copy to: (919) 829-8919.

You also may mail ad copy to:

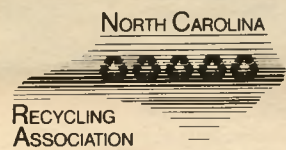
PHILANTHROPY JOURNAL OF NORTH CAROLINA, P.O. Box 191, Raleigh, NC 27602

**DEADLINE FOR MARCH ISSUE IS FEBRUARY 11.**

Call Marguerite LeBlanc at (919) 829-8991 for rates and information.

## InfoMarketing

InfoMarketing Inc., multi-management agency located in Durham, NC, is accepting applications for two account executive positions. Applicants must have at least three years of experience in association and/or trade show management. Send a current resume and three references to Human Resources, InfoMarketing Inc., P.O. Box 3159, Durham, NC 27715. No telephone or FAX inquiries.



## Director of Development

The North Carolina Recycling Association, a statewide nonprofit promoting the conservation of our natural resources through the reuse of waste materials, is accepting applications for the position of Development Director.

The primary task will be to coordinate planning and fundraising for the construction of a sustainable building which will incorporate recycled and nontoxic materials and products, passive and solar energy, and minimize construction debris.

The Development Director will undertake a capital campaign, and solicit contributions and gifts from corporations, materials manufacturers, and others. The position also includes the opportunity to work with volunteers on recycling education projects.

Applicants must possess a Bachelor's Degree and preferably have at least 2 years of successful experience with capital campaigns, grantwriting and soliciting major gifts. Excellent organizational and communication skills are essential. Computer skills a plus.

Salary is commensurate with experience and includes fringe benefits. Send resume (including references), cover letter and salary history by Feb. 14, 1994 to:

Development Director  
N.C. Recycling Association  
7330 Chapel Hill Rd., Suite 207  
Raleigh, ND 27607  
No phone calls, please.



## DIRECTOR OF DEVELOPMENT

The Grand Lodge of Ancient, Free and Accepted Masons of North Carolina is accepting applications for the position of Director of Development for The North Carolina Masonic Foundation, Inc., to be responsible for major gifts and planned fund raising.

This position requires demonstrated expertise in planned giving programs, bequests, and charitable remainder trusts. Its purpose is to provide funds for the North Carolina Masonic Foundation, Inc., which supports the Masonic and Eastern Star Home and the Oxford Home for Children.

Applicants must possess a Bachelor's Degree and have a minimum of 3 years successful experience in fund raising; have excellent communications skills; be capable of planning and coordinating a fund raising campaign for 68,000 members of 388 lodges to include developing materials, training and motivating volunteers. Applicant must be a member of a Masonic lodge recognized by the Grand Lodge of North Carolina, and be willing to travel.

Submit resume to:  
Search Committee,  
P.O. Box 1553,  
Jacksonville, NC 28541-1553  
by February 28, 1994

## DIRECTOR OF GRANTS AND RESEARCH

### BARTON COLLEGE

Barton College seeks a Director of Grants and Research. Responsibilities include: identifying foundation funding sources; preparation and writing of grant proposals; coordinating grant activities with faculty and staff; personal solicitation of foundations; and conducting prospect and institutional research.

Requirements include Bachelor's degree, experience in fundraising, grant writing, and research techniques. Good communication skills essential. Applications will be received until position is filled.

EEO/AA employer.

Send application letters, resumes and the names, addresses and telephone numbers of at least three references to H. Dale Almond, Vice President for Institutional Advancement, Barton College, College Station, Wilson, NC 27893



## 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. Reports to executive director.

Deadline: Feb. 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.

## RECRUITING?

YOUR AD IN THE *PHILANTHROPY JOURNAL* REACHES THOUSANDS OF EXPERIENCED NONPROFIT PROFESSIONALS.

## EXECUTIVE DIRECTOR — VIRGINIA

Mary Washington Hospital Foundation in Fredericksburg, Virginia is seeking to fill the position of Executive Director of a well established health care development office. Mary Washington Hospital is a 90-year-old sole health care provider in a major growth area 50 miles from Washington D.C. and Richmond, Va. The Foundation has recently successfully finished a \$5,000,000 capital campaign. Working conditions are superb.

The Director is responsible for all planning and implementation of a program that focuses on planned giving, charitable annuities, trusts and bequests. A bachelor's degree is required with 4-5 years' experience and demonstrated ability in major gifts, annual gifts, capital campaigns, corporate and foundation solicitation. We expect excellent communication and interpersonal skills. Should be familiar with donor and planned giving software.

Salary range: \$42-\$50,000, excellent benefits and opportunities for incentive pay.

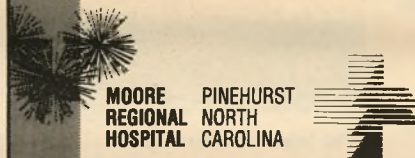
Submit a cover letter and resume to: C.M. Hearn, President; MWH Foundation; Snowden House, 2600 Mary Washington Blvd; Fredericksburg, VA 22401. Available fax, (703) 371-1485 or inquire at (703) 899-1512.

We're Everything Our Name Suggests

## Corporate/Planned Giving Officer

Moore Regional Hospital currently has an exciting opportunity for an experienced professional to work with the Moore Regional Hospital Foundation. Requirements include a Bachelor's degree in Finance, Business Administration or related field, and 3-5 years of experience in corporate/planned giving in charitable institutions. Experience in planned giving software and healthcare fundraising preferred.

Offering exceptional recreational amenities, Pinehurst is centrally located between North Carolina's beautiful mountains and beaches. Moore Regional Hospital offers a competitive compensation and benefits package. For further information, please contact: Recruitment, Moore Regional Hospital, P.O. Box 3000, Pinehurst, NC 28374; (910) 215-1362 or (800) 633-9351. No agency referrals please.



An Equal Opportunity Employer.

## NATIONAL SEARCH

## DIRECTOR OF TRUST RELATIONS AND PLANNED GIVING

### POSITION

The Director of Trust Relations and Planned Giving has the responsibility of designing and administering the N.C. State Planned Giving Program, including the identification, cultivation, and solicitation of alumni and other friends who wish to make a major gift through planned or deferred giving techniques. A priority objective will be the development of a comprehensive marketing program which would include publications, informational seminars, and a network of informed volunteers and professionals.

The Director of Trust Relations and Planned Giving reports to the Executive Director of Major and Leadership Gifts and will be a key member of the University's Institutional Advancement staff. The Director will work closely with representatives of the University's college-based development programs, the Office of Legal Affairs, and Foundations Accounting. The Director of Trust Relations and Planned Giving will supervise the activities of an Associate Director.

### QUALIFICATIONS:

- The successful candidate will have:
  - Minimum of 5 years of progressive experience in university fundraising with at least 3 years in the area of planned/deferred gifts.
  - BA/BS degree
  - Focus on developing external contacts and relationships that support the Trust Relations and Planned Giving Program
  - Strong communication and interpersonal skills and the desire and ability to work as our effective team player
  - High attention to detail.

### APPLICATION PROCESS

Nominations are encouraged and welcomed. No telephone inquiries, please. Letters of nomination and/or application, including a cover letter, resume, and three references with permission to contact must be received by Feb. 28, 1994.

Chair, Search Committee  
Trust Relations and Planning Giving — NC  
North Carolina State University  
Box 7502  
Raleigh, NC 27695-7502