

# Professional Opportunities

## Director of Development for International Studies

UNC-Chapel Hill Arts and Sciences Foundation



The College of Arts & Sciences

The position will focus on identifying, developing, and soliciting top individual, corporate, and foundation donors for the highest priorities in international studies in the College of Arts & Sciences and the University Center for International Studies. Requirements: Bachelors Degree and three to five years of proven development experience. Ability to interact effectively with faculty and administrators in a comprehensive research university. Salary range \$40,000-\$55,000. Please send resume, cover letter and names, addresses and telephone numbers of three references by June 1 to:

Dennis Cross, Executive Director  
Arts & Sciences Foundation  
Attn: Pamela Shoaf  
UNC-Chapel Hill  
CB#6115, 134 E Franklin St.  
Chapel Hill, NC 27599-6115  
EOE

## Assistant Director for the Rowan Regional Medical Center Foundation

Assistant Director needed to handle a full range of development activities including annual support campaigns, special events and educational seminars. Responsible for cultivation and solicitation of individual prospects, corporations and private foundations. Qualifications include bachelor's degree, fundraising experience and knowledge of data processing.

**Fax or send resume to:**  
Human Resources  
Rowan Regional Medical Center  
612 Mocksville Ave.  
Salisbury, NC 28144  
Fax 704-638-1034

Further information call:  
1-888-557-6926



## Capital Campaign Assistant

The Friends of North Carolina State Museum of Natural Sciences is seeking a person to assist with their Campaign of New Exhibits. Position is mostly grant writing, with some coporate and individual donor relations and record-keeping. Must have experience with successful grant writing. Salary: \$25,000.

Contact:  
Shirley Robinson  
Director of External Affairs,  
NCSMNS  
PO Box 29555  
Raleigh, NC 27626

## Development Coordinator

Cary Academy, an independent, coed, college preparatory day school for students in grades 6-12, seeks an experienced fund-raising professional to develop and implement a comprehensive fund-raising strategy. The **Development Coordinator** will report directly to the Director of Advancement.

You will prepare grant proposals for foundations, corporations, and individuals; promote planned giving and major gifts opportunities; oversee an annual campaign; coordinate special fund-raising events; and other duties as assigned.

### Requirements:

- Bachelor's Degree and a minimum of three years' experience in development
- Experience with some or all: annual giving, planned giving, major gifts, proposal preparation, or special events planning
- Exceptional interpersonal, written and verbal communication skills
- Good skills using computer hardware with a user's knowledge of various software applications, including Microsoft Word and a development software package.

Interested candidates should submit a cover letter, resume, and the names of three references to: **CARY ACADEMY, Development Coordinator, 1500 North Harrison Avenue, Cary, NC 27513. Fax: 919-677-4002.**

Cary Academy is an Equal Opportunity/Affirmative Action Employer. EOE M/F/D/V

## Director of the Middle Tyger Community Center

**Middle Tyger Community Center**  
Lyman, South Carolina  
29365

For additional information please contact Joy McGaha by letter, phone, fax, or e-mail:

**Joy McGaha**  
District Five Schools of Spartanburg County  
Post Office Box 307  
Duncan, S.C. 29334  
Phone: (864) 949-2350  
Fax: (864) 439-0051  
McGahajh@Spart5.k12.SC.US

## OUR PHONE NUMBER HAS CHANGED!

You can reach any Philanthropy Journal department now by calling: 919-832-2325.

## The Montessori School of Raleigh

### Director of Development and External Affairs

The Montessori School of Raleigh seeks a mid-career Director of Development and External Affairs of the first order. Located in suburban North Raleigh, MSR is one of the largest (324 students) and fastest growing Montessori schools in the United States. With a compelling long-range plan, strong Board relationship and stable educational management in place, this is a particularly exciting time in the life of the school.

The Director of Development and External Affairs in this top-management, 12-month administrative position will help provide forward-looking leadership for a nascent fund-raising program as the School's first-ever capital campaign comes to a successful close. S/he reports directly to the Executive Director and is an integral part of a strong administrative and educational team. CFRE credential preferred.

Raleigh has been named "Best Place to Live" (*Money*) and "Best Place to do Business" (*Fortune*). Compensation and comprehensive benefits are competitive on the NAIS scale and will reflect experience and strength of credentials.

The successful candidate will be named by June 15, 1998, for an August, 1998 start. By May 15, at the latest, interested candidates should forward a resume, three current professional references and a letter of intent addressing their appropriateness for the position to:

Mark Fish  
Executive Director, The Montessori School of Raleigh  
7005 Leadmine Rd.  
Raleigh, NC 27615  
Fax to 919-848-9611, or e-mail to [TopNtchEdu@aol.com](mailto:TopNtchEdu@aol.com).

TO

# SUBSCRIBE

call (919) 899-3741



## Publications notebook *continued from page 8*

*Evaluation with Power: A New Approach to Organizational Effectiveness, Empowerment, and Excellence* by Sandra Trice Gray and Associates. Published by Jossey-Bass. \$27.95. This 178-page book outlines a method through which nonprofit groups can regularly conduct internal evaluations. It includes specific steps for evaluations and covers self-assessment methods to be used by staff and board members and volunteers. Call (415) 433-1767 or visit <http://www.josseybass.com>.

*The Charity's Guide to Charitable Contributions* by Pamela McAllister. Published by Conlee-Gibbs. \$29. This 140-page handbook is part of a new series of Law and Tax Guides for Charities. A guide to what charities need to know

about the federal income tax deduction for charitable contributions. Contains checklists, guidelines and forms that will help charities be professional and knowledgeable and avoid tax penalties. Call (800) 788-8665 or visit <http://www.exempt-law.com>.

### ANNUAL REPORTS

**Jessie Ball DuPont Fund** (1997). In fiscal year 1997 (ending October 31), the fund made 359 grants to 218 institutions, totaling \$14,951,984. The majority of the money awarded went to support programs addressing societal and institutional needs. At the close of the fiscal year, the market value of the fund's principal and income accounts totaled \$269,477,878, up 16.6 percent from the end of fiscal year 1996. Call (800) 252-3452 or

visit <http://www.dupontfund.org>.

**Burroughs Wellcome Fund** (1997). In fiscal year 1997, the fund awarded more than 460 grants totaling \$39.5 million to U.S. and Canadian institutions, exceeding 1996's record total by \$12 million. The fund made four inaugural awards, totaling \$10 million, to support innovative institutional disciplinary training programs that will help bridge the physical and biological sciences. To access the annual report, visit <http://www.bwfund.org>.

**The Self Family Fund** (1997). In calendar year 1997, the fund paid \$1,421,719 in grants. Total assets increased to \$32,084,996 in 1997, up from \$29,985,478 at the end of 1996. Call (864) 941-4011 or visit <http://www.self-foundation.greenwood.net>.

**The Commonwealth Fund** (1997). At the end of fiscal year 1997 (June 30), the fund had net assets of \$513,104,643, up from \$465,912,818 at the end of fiscal year 1996. The value of the fund's endowment rose to \$506 million in 1997, up from \$461.8 million in 1996. The fund awarded \$12,886,936 in grants for fiscal year 1997. Call (212) 535-0400 or visit <http://www.cmwf.org>.

**The Kate B. Reynolds Charitable Trust** (1997). For the fiscal year 1997 (ended August 29), the trust awarded a total of \$17,366,890 in grants, up from \$17,218,377 in 1996. Call (336) 723-1456 or visit <http://www.kbr.org>.

**Virginia Environmental Endowment** (1997). For the fiscal year 1997 (ended March 31), the endowment awarded \$959,724 in grants, up

from \$864,840 for fiscal year 1996. Total net assets for fiscal year 1997 were \$19,392,464, up from \$18,225,262 in 1996. Call (804) 644-5000.

### REPORTS

*Baptist Children's Homes of North Carolina* (1997). In fiscal year 1997, BCH served 1,560 children from 1,350 families; exceeded the \$10.1 million "Light Their Way" Campaign with gifts and pledges totaling \$10.2 million; and as a result of that campaign, began construction on three new buildings. BCH endowment continued its growth, reaching a value of \$22.4 million.

*Compiled by Mark Worrell*