

MCDOWELL TECHNICAL COMMUNITY COLLEGE

54 College Drive
Marion, NC 28752
Telephone: (828) 652-6021

POSITION VACANCY ANNOUNCEMENT

Position Title: Resource Development Officer

Position Responsibilities: Under the authority and supervision of the President, the Resource Development Officer position will be responsible for researching, developing, writing grants and proposals to support the mission and programs of the college. The position will be responsible for management of and meeting reporting requirements of funded grant proposals. The position will assist with the work of the MTCC Foundation and serve as a liaison between the Foundation Board and the college. The position will assist and work closely with the Public Relations department to support the public relations efforts of the college and prepare college publications.

Minimum Qualifications: Bachelors Degree Required. Oral and written communication skills necessary to work effectively with a broad range of individuals. Good organizational skills.

Preferred: Master's Degree preferred. Grant writing experience a plus.

Salary: Based upon Institutional Salary Plan. Subject to availability of State Funding.

Term of Employment: Full-Time

Deadline for Receipt of Applications: Until filled

Proposed Hiring Date: March 2012

Procedure for Making Application:

Submit a completed McDowell Technical Community College application, resume, and copy of college transcript(s) to:

Rhonda L. Silver, Personnel Officer

54 College Drive

Marion NC 28752

Phone (828) 652-0630 Fax (828) 652-1014

Email: rhonda@mail.mcdowelltech.edu for job description.

MTCC web address: www.mcdowelltech.edu for application and additional information about the college.

MTCC IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER