VACANCY NOTICE 06/2017

RIT KOSOVO™ (A.U.K)

Job Profile - Director of Development and Alumni Relations – Half-time Position

Job Purpose

The Director of Development and Alumni Relations creates and oversees the implementation of a strategic approach to fundraising which may include major gifts, corporate donations, and in-kind resources. This individual will also be the institution’s key link to working with and supporting the Alumni Association.

Primary Duties and Responsibilities

The Director of Development and Alumni Relations performs some or all of the following duties:

Plan fund development activities

- Collaborate with the RIT-K President and the Board of Directors to create a fundraising development plan which increases revenues to support the strategic direction of the organization;
- Implement the fundraising development plans in accordance with ethical fundraising principles;
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved; and
- Monitor trends in Kosovo, the U.S.A. and other diaspora communities to adapt fundraising strategies as necessary.

Organize fundraising/development activities

- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner;
- Develop policies and procedures for the Development Office which reflect ethical fundraising practices;
- Oversee the planning and execution of special fundraising events as specified in the fund development plan to generate funds for the organization;
- Coordinate all alumni activities and special events, with a focus around development;
- Identify and develop corporate, community and individual prospects for the organization's fundraising priorities; and
- Oversee the administration of both a donor mailing list/database which respects the privacy and confidentiality of donor information, to include alumni.
**Staff fundraising development activities**

- Engage volunteers for special fundraising development projects using established volunteer management practices.

**Manage fundraising development and alumni budget**

- Develop and gain approval for an annual income and expenditure budget for the fund development program;
- Develop and coordinate the Alumni Association’s annual budget;
- Prepare regular reports on progress, budgets, receipts and expenditure related to fundraising and the management of the fund development activities; and
- Monitor expenses and analyze budget reports on fund development and recommend changes as necessary.

**Promote the organization**

- Foster an understanding of philanthropy within the organization;
- Develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization;
- Coordinate the design, printing and distribution of marketing and communication materials for development and alumni efforts; and
- Build relationships with community stakeholders, in both Kosovo and the diaspora, to advance the mission and fundraising goals of the organization.

**Working Conditions**

The Director of Development and Alumni Relations:

- Works in an office environment;
- Works within a standard work week but may need to flex his/her work schedule to communicate with potential donors across the globe; and
May be required to work evenings and weekends during major campaigns and/or special events.

**Qualifications**

**Education**

- University degree, Master’s preferred. Educational preference is graduation from a U.S. institution.
- A certificate in Fundraising Management is an asset

**Knowledge, skills and abilities**

- Monitor expenses and analyze budget reports on fund development and recommend changes as necessary

Please submit your CV, copy of diploma, two professional reference letters and complete the job application form that you need to download from the RIT Kosovo™ (A.U.K) website (click the link under the Employment Opportunities) at:

[http://kosovo.rit.edu/home/employment-opportunities.html](http://kosovo.rit.edu/home/employment-opportunities.html)

Please submit all these documents via email to the Human Resources Office at: hr@auk.org

Most consideration will be given to applications received on or before **Friday, June 2, 2017** and to RIT Kosovo™ (A.U.K) Alumni.

**Only shortlisted candidates will be interviewed.**