POSITION: DEVELOPMENT ASSOCIATE  
(2016, 12-month, tenure track position).

ANTICIPATED STARTING DATE:  
July 2019

MINIMUM QUALIFICATIONS:  
Bachelor’s degree in an appropriately related field together with one year of professional experience in development; or a combination of education, experience and training which would lead to the competencies required for successful performance of the position’s essential duties.

Aplicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

DESIRED QUALIFICATIONS:  
Demonstrated ability to establish and maintain accurate records and reports related to fundraiser and donor gifts; Understand and effectively utilize sophisticated fundraising software; Demonstrated ability in the recruitment and organization of development and scholarship related committees comprised of faculty, staff and/or volunteers. Ability to communicate and work effectively with an ethnically and culturally diverse campus community, including the demonstrated ability to respond to and work with diverse and varied student populations.

PREFERRED QUALIFICATIONS:  
Knowledge and experience in the use of DonorPerfect; Supervisory skills.

RESPONSIBILITIES: Under the supervision of the Dean of Development & Community Partnerships, the Development Associate is accountable by providing assistance and support for a wide range of programs and activities related to the Development & Community Partnerships department and the implementation of the GCC Foundation special events. Requirements may vary depending on the size and complexity of assigned function. These outputs are to be timely, accurate, cost efficient and effective in meeting the needs of the students, the college, the community and the objectives of the Department of Development & Community Partnerships. This is accomplished through effective performance in these essential functional areas: Marketing; Events; Office Responsibilities.

In addition to the accountabilities listed above, the Development Associate is required to carry out the essential duties of attendance and participation at convocation and commencement ceremonies; service on assigned committees and task forces; attendance and participation at committee, staff, informational and professional meetings. All of these may involve attendance at evening or weekend events.

STARTING SALARY:  
$53,774 approximate annual, plus excellent State supported fringe benefits.

TO APPLY:  
Submit a cover letter, resume, BOR Application and three (3) letters of professional reference to:

Gateway Community College  
Human Resources Office  
20 Church Street  
New Haven, CT 06510

Electronically submitted packets preferred to Msrois@gwcc.commnet.edu  
Please reference the job title in the subject line when submitted electronically.

APPLICATION DEADLINE:  
The committee may begin review of applications as early as April 18, 2019. Applications must be submitted before the close of business (5:00pm) on Friday, May 10, 2019. Interviewing will commence at scheduled times beginning no earlier than Monday, May 13, 2019. References will not be contacted without authorization from the applicant.

*Incomplete or late application packages may be discarded. Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications. You will receive a written confirmation letter within a week of your submission. A ROR application can be found on our website at Application.

Visit GCC's website at www.gwcc.edu

Continuing Notice of Nondiscrimination
Gateway Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Dean of Students, at 203-285-2210 or Learning Disabilities Specialist, Ronald Chomicz at 203-285-2234.

GATEWAY COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.