

Grinnell College
Assistant/Associate Director of Development
Office of College and Alumni Relations

Responsibilities: The primary purpose of this position is to cultivate and solicit prospective leadership gift donors primarily with gift potential of \$250,000 + to increase overall gift revenues for the College. The individual in this position will be responsible for capital and endowment gifts, estate gifts as well as Pioneer Fund gifts. This position is also responsible for donor stewardship and Alumni event activity. This position may be called upon to represent the College in multiple ways beyond the specific scope of the job description.

Qualifications: Bachelor's degree required and advanced degree preferred. Recent and direct experience in fund raising is strongly preferred. Experience in a related field is beneficial and will receive consideration. Strong written, verbal, interpersonal, and problem-solving skills required. Frequent national travel is required. Successful applicants will be energetic, achievement-oriented, and able to understand and articulate the mission of a highly selective liberal arts college.

Application Process: Interested candidates should submit a letter of application, a resume, and a list of three employment references to: Office of Human Resources, Grinnell College, Grinnell, IA 50112-1690, or send e-mail to HR@grinnell.edu or fax to 641-269-4885. Applications will be reviewed upon receipt, and will continue until the position is filled.

About Grinnell: Founded in 1846, Grinnell College enrolls approximately 1,525 undergraduate students from every state, including the District of Columbia, and 50 foreign countries. The College's primary mission is to provide students with a broad, deep, and life-enhancing education that fosters professional success, personal growth, and social responsibility. Employment at Grinnell College offers a unique opportunity to work in a collaborative, intellectually stimulating environment.

The College offers employees a competitive salary, generous benefits [including an on-site fitness center, cultural events, tuition assistance, and tuition programs for dependent children] and a collaborative work environment, allowing employees to achieve a high level of professional fulfillment.

Grinnell College is an equal opportunity/affirmative action employer committed to attracting and retaining highly qualified individuals who collectively reflect the diversity of the nation. No applicant shall be discriminated against on the basis of race, national or ethnic origin, age, gender, sexual orientation, gender identity and expression, marital status, religion, creed, or disability. For further information about Grinnell College, see our website at <http://www.grinnell.edu>.