



POSITION VACANCY

- Position Title:** Development Specialist
- Location:** Main Campus, 9101 Fayetteville Rd., Raleigh NC
- Working Schedule:** Monday-Friday, 8 a.m. - 5 p.m.
- Employment Term:** Full-time, annual position

Position Summary

This position will develop, implement and maintain the alumni affinity program including evaluation of affinity partner proposals, contract negotiations, marketing, planning and oversight. Other duties include managing the alumni database, developing a planned giving program, identifying new potential donors through prospect research, developing and implementing appropriate alumni relations materials, etc.

Qualifications

- Requires a Bachelor's degree
- Must have 3 years development experience, with preference given to those with alumni relations and/or foundation experience
- Must have extensive experience in database and program management
- Must have excellent communication skills
- Must be proficient in MS Office products
- Must have experience with donor database software
- Prefer a working knowledge of Donor 2

Application Deadline: 5 p.m., Tuesday, August 5

Only Wake Tech applications will be accepted, resumes may be attached. Photocopy of transcript(s) must accompany application or be provided prior to published deadline for full consideration for all faculty positions. For a more information or to obtain a Wake Tech application, visit our website at www.waketech.edu AA/EEO