



NOTICE OF VACANCY

Development Specialist

REPORTS TO: Executive Director of College Advancement and Alumni Affairs

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Donor Relations Coordinator will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Development Specialist, under the direction of the Executive Director of College Advancement & Alumni Affairs, is responsible for assisting the Alumni and Foundation with various duties including but not limited to clerical duties, scheduling, and event organization. The Development Specialist will also serve as Administrative Assistant to the Executive Director of College Advancement & Alumni Affairs.

More specifically, the Development Specialist is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Assist with special projects and events that will include working hours outside of regular office hours (i.e. alumni meetings, tailgate picnics, homecoming events, Foundation Fundraisers, Scholarship Banquet, and other college events, etc.).
- Conduct basic donor/prospect research as requested.
- Maintain all organizational files, records, and inventory.
- Maintain the phone line for the department.
- Manage general office responsibilities such as organization, ordering supplies, etc.
- Manages the departmental calendar for the Office of College Advancement and Alumni Affairs to assist in scheduling and time management. Schedules meetings and visits on behalf of the department.
- Open and sort all Foundation and Alumni mail.
- Prepare board packets ahead of Foundation and Alumni Board meetings
- Prepares solicitation materials for donor visits.
- Provide data and assistance to the Emergency Request for Assistance Committee.
- Provide day-to-day administrative support to the Office of College Advancement and Alumni Affairs.
- Record minutes of all Foundation and Alumni Board meetings.
- Serve as Co-Chair of the ESS Committee and monitor applications throughout each semester in order to address needs as received and schedule committee meetings for larger application pools.
- Perform other duties assigned by Executive Director of College Advancement and Alumni Affairs

MANDATORY QUALIFICATIONS

- Must hold the minimum of an Associate's degree from a regionally accredited institution of higher learning.
- Must be comfortable with many different software systems such as Banner, QuickBooks, Donor Perfect, and Microsoft Office.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to exercise considerable initiative, independent judgment, discretion, and confidentiality in performing tasks.
- Ability to interact positively and effectively with faculty/staff, administrators, donors, alumni, and students.
- Ability to maintain confidentiality.
- Ability to multitask and possess initiative.
- Ability to work and communicate effectively with administration, faculty, staff, donors, alumni, and students.
- Ability to work effectively under pressure.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.
- Highly attentive to detail.
- Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment.
- Possess strong organizational and time management skills.
- Written and interpersonal communication skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position may also require some travel and working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a Part-Time, Non-exempt, Clerical and Support Staff (CS) position

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Valid Driver's License
5. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External– June 19, 2026 at 5:00 p.m.