

Job Posting Date: September 13, 2017

Application Review Date: October 2, 2017

Job Title: Executive Foundation Director

Location: Mayville State University, Mayville, ND

Compensation: Dependent on experience
Competitive fringe benefit package to include:

- Employer paid full family coverage for health insurance
- Retirement plan
- Education tuition waiver benefits
- Additional benefits can be found by [clicking here](#).

Who can apply: Internal/external candidates eligible to work in the United States

Job Description: Mayville State University is seeking an Executive Foundation Director. This is a full-time position with full benefits. The Executive Foundation Director will be responsible for planning, coordinating and executing comprehensive fundraising efforts and fostering strong relationships with all constituents. The director will oversee and cultivate major and planned gifts including corporate and foundation relations, assist with grant proposals and supervise the Foundation office staff. Approximately 50% travel is required.

Minimum qualifications:

- 5 years directly related work experience
- Demonstrated organizational, managerial and communication skills
- Valid Driver's License

Preferred qualifications:

- Bachelor's degree or 10 years of closely related work experience
- Proven ability to work in a self-directed environment
- Experience with Microsoft Office Suite or other database software
- Planned Giving experience
- Certified Fund Raising Executive (CFRE)
- Basic understanding of fund accounting

Applicants should submit the following materials:

1. [MaSU Employment Application](#)
2. A letter of application
3. A current resume
4. The names of 3 professional references with each person's position, e-mail address, and telephone number

Send application materials to: Crystal Beggs HR Director, 330 3rd Street NE, Mayville, ND 58257 or email to crystal.beggs@mayvillestate.edu

Application Review will begin on Monday, October 2nd, 2017.

MaSU is an Equal Opportunity Employer and encourages applications from diverse candidates and candidates who support diversity. ND veteran's preference laws apply to this position. Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 and if claiming disabled status, a current letter of disability. The state of North Dakota has an open records law; therefore, your application could be subject to review upon request. A criminal history background check must be satisfied prior to employment.

ND Relay: <http://www.relaynorthdakota.com/>