



VACANCY ANNOUNCEMENT
Palau Community College
Academic Affairs

VA# : 2022-028
Open : 10/17/2022
Close : Until Filled

Position : Director of Development

Salary : \$18,730.00 to \$33,262.00 PER ANNUM
(Depending on qualifications and work experience)

Location : Office of the President

Examples of Duties consist, but are not limited to:

1. Ensures the College sustains a high profile positive image with its customers and the general public in Palau and the Micronesian community by taking every opportunity to promote major achievement, special events and significant new College developments throughout the media and by providing expertise in Public Relations and Marketing in the production of quality promotional and informational material.
2. Assists the achievement of effective strategic planning and controlling a campus management decision making by implementing and controlling a campus Management Information System, ensuring that the data base contains well researched, accurate and relevant statistics and information and that user specified reports are readily accessible.
3. Contributes to the financial viability of the College by researching and maintaining a register of fund sources pertinent to our needs, coordinating a fund raising program and ensuring professional presentation of submissions to enhance the probability of success.
4. Enhances the success of the College planning process by timely production of innovative, cost effective and realistic Marketing, Public Relations, Fund Raising and Development Division activity plans which meet the ongoing needs of the College.
5. Obtains a high level of morale, job satisfaction and performance output by providing consistent positive leadership of staff under his/her control, attending to their recruitment, training, development, promotion and rewards and encouraging their acceptance of responsibility for clearly defined objectives.
6. Ensures that the Executive Committee is well briefed and up to date on issues affecting the College bringing to their attention trends, opportunities and threats identified by his/her division, recommending solutions and providing regular activity reports.
7. Contributes to the protection of College assets by implementing a system of checks and controls on expenditure of budget for his/her areas of responsibility and ensuring division equipment and facilities are adequately secured while unattended.

Minimum Qualification/Requirements:

It is probable that the Director of Development would hold a Master Degree or equivalent level qualifications with majors preferably in Education and/or Business Administration/Commerce. Experience should include minimum of three (3) years in a senior administrative role in an educational or training institution with understanding of corporate fund raising is desirable. Personal qualities should include a personable nature, strong sense of purpose (self motivation) possess a perceptive and logical approach to problem solving, excellent communication skills and have sound people management skills.

General information:

Application forms may be obtained from the Human Resources Office or at the college website: www.palau.edu . Send completed application, resume and transcripts to: P.O. Box 9, Koror, PW 96940 (copies of transcripts will be sufficient during review process, but official transcripts and a recent police clearance will be required prior to any issued or offered contract). For further information, call 680-488-2470 x 227, or visit the HRD office on campus or email hr@palau.edu .