

# HUMAN RESOURCES



**Central Piedmont Community College**  
announces an employment opportunity for  
**Part Time Donor Relations Coordinator**  
Closing Date: 02/16/18 or open until filled

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## GENERAL FUNCTION AND JOB DUTIES

Priority consideration will be given to applications received by 2/16/18.

In coordination with Institutional Advancement staff, support donor-related stewardship activities, including the development of regular reports pertaining to annual and endowed gifts and the planning and implementation of stewardship events for donors.

### Characteristic Duties and Responsibilities

1. Prepares regular reports to donors, providing updates on the use of gifts and status of funds.
2. Assists in planning and conducting annual events to recognize and steward donors.
3. Works with fundraising staff to develop ongoing cultivation plans for donors.
4. Maintains a data base of stewardship reports and activities.
5. Performs other duties as assigned.

## MINIMUM QUALIFICATIONS

The successful candidate shall possess all of the following:

1. Bachelor's Degree from a regionally accredited institution and 5 years' experience in a non-profit/fundraising setting.

Please apply online at [cpcc.edu/humanresources/employment](http://cpcc.edu/humanresources/employment).  
CPCC is an Equal Opportunity Employer.

## Mission Statement

Central Piedmont Community College is an innovative and comprehensive college that advances the life-long educational development of students consistent with their needs, interests, and abilities while strengthening the economic, social, and cultural life of its diverse community.

The College accomplishes this purpose by providing high-quality, flexible pre-baccalaureate and career-focused educational programs and services which are academically, geographically, and financially accessible. This purpose requires a fundamental commitment to student success through teaching and learning excellence within a supportive environment.

## Vision

Central Piedmont Community College intends to remain the national leader in workforce development.

Please apply online at  
[cpcc.edu/humanresources](http://cpcc.edu/humanresources)

**CPCC Human Resources**  
1308 E. Fourth Street,  
Charlotte, NC 28235  
704.330.6631

## About CPCC

Since its beginning in 1963, Central Piedmont Community College (CPCC) has been an innovative national leader among two-year institutions. CPCC alumni include chefs, healthcare providers, technicians, real estate brokers, paralegals, firefighters, teachers, law enforcement officers, trades people, engineers, administrative professionals and countless others who serve our community and share in CPCC's proud tradition.

CPCC is one of the largest community colleges in the Carolinas, offering nearly 300 degree, diploma and certification programs; customized corporate training; market-focused continuing education; and special interest classes. CPCC is academically, financially and geographically accessible to all residents of Mecklenburg County. The size and scope of the college also enable it to serve as Mecklenburg's premier workforce development resource.

CPCC enrolls more than 56,000 annually in for-credit programs as well as continuing education and basic skills courses and engages approximately 256,000 each year through various programs, services, events and performances. The college employs around 3,000 full- and part-time faculty and staff members. The college's 2016-17 operating budget was about \$213 million.

CPCC became a multi-campus community college in 1996 with the opening of the North Campus in Huntersville, now named the Merancas Campus. Four other campuses subsequently opened—Levine in 1998, Harper in 1999, Harris in 2001 and Cato in 2002. The City View Cosmetology Center opened in 2013, followed by the Ballantyne Center in 2014. The college acquired WTVI, the Charlotte region's PBS TV station, in 2012.

Dr. Kandi Deitemeyer became CPCC's fourth president in 2017. Dr. Deitemeyer came to CPCC with an extensive and diverse background in community college administration. Her principal leadership tenet is student success and transforming lives. She brings a demonstrated focus on excellence, regional development and building collaborative relationships which impact opportunities for students and communities.

CPCC welcomes students of all ages, from high school through retirement, and from all backgrounds. The college also recruits employees for all positions without regard to race, color, national origin, religion, sexual orientation, gender, age, disability, genetic information or any other legally protected classification.



Careers @ CPCC

