**ANNOUNCEMENT OF PROFESSIONAL VACANCY**

Application are invited for consideration to the following position:

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<th>State University of New York at Binghamton</th>
<th>Appointment Title: Project Administrative Officer</th>
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<tr>
<td>Department/Location: Binghamton University</td>
<td>Director, The Binghamton Fund and Leadership Giving</td>
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<td>Foundation</td>
<td>Local Title:</td>
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| Salary Grade: E.99                         | Research Foundation Project Number:              |
| Salary Range: $50,000-$60,000               | If Part-time, % of time: 0.00%                    |

Duties:

Exciting opportunity for an experienced development professional to join an accomplished advancement team. Will serve as a critical member of senior development leadership team. Primary responsibility: managing relationships with high-end annual giving prospects, including developing a systematic and comprehensive approach to leadership level prospect qualification. With colleagues, develops and implements prospect strategies for annual and major gift solicitations as the University prepares for a second comprehensive gifts campaign. Manages/directs a staff of two full-time professionals who are responsible for implementing annual giving programs including broad-based mail/phone solicitations, faculty, staff and community campaigns, special appeals, and volunteers. Develops annual plan, budget, goals. Collaborates with schools/units.

Qualifications:

Strong oral/written communication skills. Team player. Supervisory experience. Requirements: Bachelor's Degree, previous fundraising experience, willingness to travel.

Special Notes:

Persons interested in the above position should submit a resume along with a letter of application, to:

Name: Kimberly Spaulding, Search Coordinator

Department: Binghamton University Foundation

Address: P.O. Box 6005, Binghamton, New York 13902

Closing Date for Receipt of Applications: Until filled.

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Personnel are chosen on the basis of ability without regard to Race, Color, Religion, Sex, Age, National Origin, Disability or Martial Status, in Accordance with the Federal and State Law.

THE RESEARCH FOUNDATION OF STATE UNIVERSITY OF NEW YORK AT BINGHAMTON

Nov 2003