

Director, Carson Center of Global Education

The CCGE Director is responsible for development/promotion of programming opportunities and event planning; fundraising for operating budget and endowment; cultivation of strategic partnerships; communication with stakeholders through personal visits, letters, email, and phone contacts; development/administration of the CCGE budget; facilitation of biannual meetings of the CCGE Advisory Board; development of the CCGE to become a revenue stream for Tabor College; preparation of regular reports to the VPAA and Tabor College Board of Directors; and collaboration with stakeholders to continuously facilitate and improve services.

Qualifications:

- Masters required, PhD preferred.
- Two years of direct experience or four years in a related area required.
- Faculty experience preferred; fundraising experience strongly preferred.
- Ability to utilize strong interpersonal, oral, and written communication skills in a high-demand, constituent-focused environment needed.
- Commitment to Christian faith and the College's liberal arts mission is essential.

Rank/Salary

Negotiable.

Beginning Date:

January 2017 preferred start date.

Candidates are requested to submit the following:

- Letter of application
- Current curriculum vitae
- Transcripts (unofficial accepted for initial review)
- A list of 3-5 references that can be contacted if necessary
- Other pertinent materials

Send application materials via email to ruthf@tabor.edu or by mail to:

Tabor College

Ruth Funk, Executive Administrative Assistant to the Vice President for Business/Finance

Director of CCGE Search Committee

400 S. Jefferson

Hillsboro, KS 67063

Closing Date:

Review of applications will continue until the position is filled.

Tabor College is a Christian liberal arts institution with a mission to prepare people for a life of learning, work, and service for Christ and his kingdom. The successful candidate must be in agreement with the mission of Tabor College (see <http://tabor.edu/about/mission-vision-values/>).

Women and Minority candidates are strongly encouraged to apply.

Tabor College is an Equal Opportunity/Affirmative Action Employer. As an educational institution operating under the auspices of the United States Conference of Mennonite Brethren Churches, Tabor College is permitted, and reserves the right, to prefer employees on the basis of Religion (Title VII, Section 702-703, United States Civil Rights Act of 1964 as amended).