

**Job Title:** Assistant Dean, External Relations  
**Department:** College of Pharmacy & Health Sciences-Alumni Relations/Advancement  
**Reports to:** Dean, College of Pharmacy & Health Sciences

**Position Description:**

Campbell University College of Pharmacy & Health Sciences (CPHS) invites applications for the position of Assistant Dean, External Relations. The Assistant Dean for External Relations is responsible for the overall administration of the Office of Alumni Relations and Advancement within CPHS. This includes planning, implementation, and administration of resources for directing all activities associated with a comprehensive alumni relations, development, and professional relations program.

The position oversees all external relations activities for CPHS, including alumni relations, external communications, donor/alumni stewardship, corporate and foundation relations, and serving as a liaison at community and outreach events. A primary responsibility of the position will be initiating partnerships that benefit the programs and students of CPHS through communicating with stakeholders (alumni, friends, pharmacy industry, etc.) regarding the programs, activities and achievements of the pharmacy program. This will also include cultivating alumni and friends of the college for the purpose of increasing financial support of the college. At this time, CPHS has a primary focus of raising scholarship and other endowment monies for its 25<sup>th</sup> Anniversary Endowment Campaign.

The assistant dean will work closely with all departments within CPHS to initiate the external relations program; as well as, work with the University advancement office serving as the primary contact for the CPHS Alumni and Advancement program. The assistant dean will be ultimately responsible for finalizing endowment agreements and other funding agreements in conjunction with the University attorney, as well as overseeing all additional fundraising initiatives.

This position reports directly to the dean of CPHS and is responsible for the supervision of two staff members within the office.

**About the Office of Alumni Relations & Advancement**

The Office of Alumni Relations & Advancement handles all activities associated with alumni programming (communications, membership, data management, reunions, events, etc.) and fundraising (endowments, scholarships, capital projects, annual giving, etc.) within CPHS. In addition the office is responsible for CPHS Graduation and Convocation ceremonies.

**Qualifications:**

Master's degree and five to seven years experience in fundraising and/or alumni relations programming (or related area). Experience in pharmacy or health sciences education preferred. Experience in face to face cultivation and solicitation a must. Excellent written and oral communication, computer proficiency and organizational skills required. CFRE certification is a plus. Must be able to work well under pressure, manage and prioritize multiple tasks and have flexible schedule as some night and weekend work is required.

**To Apply:**

Applications will be accepted until the position is filled. Include a cover letter, resume/curriculum vitae and contact information for three professional references to (email or fax preferred):

Janet Fields, Administrative Assistant to the Dean  
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