



PLEASE POST

SEPTEMBER 2021

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**ANNOUNCEMENT OF VACANCY
DIRECTOR FOR ADVANCEMENT**

The Mississippi School for Mathematics and Science (MSMS) is seeking an outstanding individual to lead the Office of Advancement and Admissions. The Director for Advancement is primarily responsible for maintaining consistent, meaningful forms of engagement with all constituents and identifying and securing external funding. The Director works with the MSMS Foundation staff and board to ensure a coordinated approach to securing adequate financial support for the school. The Director provides leadership and guidance for Public Relations, Admissions, Outreach, and Institutional Research.

The Mississippi School for Mathematics and Science is a public, residential high school for academically gifted and talented eleventh and twelfth grade students located on the campus of the Mississippi University for Women in Columbus, Mississippi. For more information about MSMS, please visit <http://www.themsms.org>.

MINIMUM REQUIREMENTS

1. Master's Degree. Evidence of graduate studies beyond the master's degree is preferred.
2. Supervisory experience
3. Grant Writing Experience
4. Excellent written and oral communication skills
5. Strong human relations skills

POSITION DETAILS

1. Beginning salary: \$70,000-\$75,000 (depends on experience)
2. The position is contracted for twelve months
3. Mississippi state insurance and retirement benefits
4. Start date is negotiable.

Applications will be accepted until the position is filled. All applications will be acknowledged but only selected candidates will be interviewed. Application review will begin October 1, 2021. To apply, email a cover letter and resume to amoore@themsms.org or by visiting <https://themsms.org/about/employment-opportunities/>:

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THE MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE IS AN EQUAL OPPORTUNITY EMPLOYER.