

Eastern Illinois University
College of Education- Position Announcement
Director of Development and External Relations

POSITION SUMMARY: Eastern Illinois University seeks a high-energy professional for the position of Director of Development and External relations for the College of Education. The essential duties of this position are 1) to identify, cultivate, solicit, and steward a portfolio of major and planned gift prospects in support of Eastern Illinois University's College of Education; 2) to collaborate with other gift officers working on behalf of EIU, the EIU Foundation, and other organizations affiliated with EIU; and 3) to support the Dean of the College of Education in their efforts to advance the mission of the University. This position reports to the Dean of EIU's College of Education with a significant liaison role to University Advancement and the VP for University Advancement.

QUALIFICATIONS: Minimum qualifications include a bachelor's degree from an accredited post-secondary institution; ability to positively represent EIU to donors and constituents; commitment to diversity and inclusion; three or more years of successful experience in development or a related field; and the ability to travel on behalf of the institution. Preferred qualifications include five or more years of successful experience in development or a related field; and advanced certification in fundraising (CFRE; CFRM; etc.).

SALARY RANGE: Salary is competitive and commensurate with experience. Full benefits package.

CLOSING DATE: Review will begin immediately and continue until filled. Candidates are encouraged to submit materials no later than November 30, 2020 for full consideration.

HOW TO APPLY: Applications must be submitted through the University's "Interfolio" application system, <http://apply.interfolio.com/79813>. Submitted materials should include: 1) a cover letter addressing the candidate's experience and qualifications as related to the position description; 2) a resume or curriculum vitae describing the candidate's professional work history, education, and other qualifications; and 3) a list identifying the names, addresses, and contact information (phone and email) for three professional references.

For questions regarding this search, please contact the Search Committee Chair, Dawn Van Gunten, dvangunten@eiu.edu.

THE UNIVERSITY & COMMUNITY: Consistently ranked in the top tier of Midwest universities in its class by U.S. News and World Report, Eastern Illinois University has earned its reputation by offering a wide variety of undergraduate and graduate programs taught by an experienced and caring faculty. In addition to reasonable tuition, fees, and room and board rates, EIU offers an acclaimed textbook rental system, saving the average student hundreds of dollars per semester. A variety of excellent on-campus housing opportunities are available on the safe, compact 320-acre campus. Student graduation and retention rates are well above state and

national averages, and that success continues after students earn their degrees -- year after year, Eastern ranks high in job placement, alumni satisfaction and employer satisfaction. The city of Charleston, IL is rated as one of the safest college towns in America. The community is known for its close relationship with EIU and its wonderful variety of cultural and recreational activities.

Eastern Illinois University is an Affirmative Action/ Equal Opportunity Employer – minority/female/disability/veteran – committed to achieving a diverse community.