

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

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 August 11, 2023 for full consideration.

**HOW TO APPLY:** Applications must be submitted through the University's "Interfolio" application system <http://apply.interfolio.com/127505>. 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 Screening Committee Chair, Catherine Polydore at [cpolydore@eiu.edu](mailto:cpolydore@eiu.edu).

**Diversity and Inclusion:** Eastern Illinois University is committed to fostering a learning community where all members feel welcomed and valued. The university provides equality of opportunity in all areas of campus life and we strive to recognize and appreciate the unique value of our students, faculty, and staff. Every member of campus has the right to learn and work in an environment free of discrimination and harassment, and beyond that, our goal is for all members of our community to develop a strong sense of belonging to Eastern Illinois University.

**The University and Community:** Eastern Illinois University takes pride in creating a warm, welcome environment for all faculty, staff and students. Established in 1895, EIU boasts a rich, tradition of preparing students for their personal and professional goals. A traditional regional residential institution, EIU offers a superior education at a relatively low cost while consistently earning high rankings and distinctions for its affordability, academic program quality, career placement rates, campus safety, online degree options, student support, and sustainability initiatives. EIU focuses on individualized attention and superior student relationships, and has earned recognition as the highest-ranking independent public regional university in Illinois and a place among the Midwest's top public regional universities according to *U.S. News and World Report*. Eastern offers faculty a wide range of research and public service activities. EIU hosts more than 175 student organizations on campus, and offers a variety of cultural events, NCAA Division I athletics, and active research opportunities for its students to enjoy and to thrive. EIU has become recognized for providing the resources of a large institution while creating the kinds of individual relationships that support student and alumni success.

The University is located in East Central Illinois, combines the benefits of a community of 20,000 with access to several large cities, including Chicago, St. Louis, and Indianapolis.

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