The University of Illinois at Urbana-Champaign seeks a full-time Director of Engagement & External Relations for the Carl R. Woese Institute for Genomic Biology (IGB). The IGB is an interdisciplinary research institute that has the mission to advance life science research at the University of Illinois and to stimulate bio-economic development in the state of Illinois. The Director of Engagement & External Relations will report jointly to the Director and Associate Director of the IGB.

Responsibilities

- Continue to strategically expand outreach activities to educate the campus, east-central Illinois community, State of Illinois, and beyond about IGB research and its impact on society.
- Direct outreach and public engagement events and activities.
- Continue to strategically expand the Friends of the IGB program.
- Plan and implement a comprehensive corporate relations strategy.
- Create and implement a broad foundation relations strategy.
- Assist campus and academic units fundraising efforts to benefit both the IGB and the academic units. Act as the liaison with the Office of the Vice Chancellor for Institutional Advancement and its representatives. Steward donors of the IGB with the appropriate unit and/or campus major gift officer.
- Supervise, mentor and train employees.
- Collaborate with and act as a resource for Urbana Campus and Chicago Campus advancement staff with the OVCIA and, if applicable, academic units, for IGB fundraising efforts.
- Help develop, write, and produce materials in support of the upcoming campus fundraising campaign. Manage UIF accounts at the IGB with the IGB Business Office.
- Act as the liaison with the University of Illinois Alumni Association. Help identify ways alumni can be connected with the faculty and students who conduct research at the IGB.
- Act as the liaison with the Office of Corporate Relations. In conjunction with OCR, steward current relationships with corporations and develop new ones in order to support contracted research with OSPRA.
- Assist in tours of the IGB. Help the academic units with recruiting faculty and graduate and undergraduate students by conducting tours of one of the campus’ interdisciplinary research institutes.
- Coordinate student groups at the IGB for their fundraising and outreach activities. Manage logistics, outreach, and fundraising efforts of undergrads and grads who conduct research at the IGB.

Required Qualifications

A bachelor’s degree and a minimum of five years experience in outreach, external affairs, development, public relations, or related field are required.
Preferred Qualifications
Preference will be given to those candidates who have external relations experience in a higher education environment, including fundraising and outreach activities. Candidates also should possess excellent interpersonal and organization skills. Some travel is required.

Salary will be commensurate with experience and qualifications. This position is a 12-month, 100% time academic professional appointment with regular University benefits. The proposed starting date is negotiable after the close date. Please create your candidate profile at http://jobs.illinois.edu and upload your letter of interest (including email address), resume and contact information for three professional letters of reference by March 21, 2016. Applicants may be interviewed before the closing date; however, no hiring decision will be made until after that date. All requested information must be submitted for your application to be considered. For further information regarding the application procedures, you may contact Kim Johnson, kljohns@illinois.edu.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

Illinois is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with a disability, or criminal conviction history. Illinois welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity. (www.inclusiveillinois.illinois.edu).