IUPUC—Indiana University-Purdue University Columbus—continues to deliver high-quality undergraduate and graduate degree programs aligned with and responsive to regional educational needs since 1970. IUPUC is located in Columbus, Indiana, and enrolls between 1,500 and 1,800 students annually. IUPUC offers academic programs to students who reside in Bartholomew, Brown, Decatur, Jackson, Jefferson, Jennings, Johnson, Ripley, Shelby, and other counties in southern Indiana.

We seek greater diversity in our faculty and staff to broaden students’ academic experience and to enrich our campus community. Candidates must be sensitive to the needs of and possess an interest in working in an academic community that is diverse with regard to gender, race, ethnicity, religion, nationality, sexual orientation or identity, disability status, and protected veteran status.

This role is complex in that it will serve all divisions and departments within the university, as well as deal with multiple external constituencies; errors in judgment when dealing with external audiences – prospects, donors, community leaders, etc.- that could result in the university not receiving a gift or could negatively affect the image of the university. This position requires judgment suitable for appropriate discretion and demeanor when dealing with multiple audiences and confidential information. The position helps with donor specific recognition programs and events; stewardship activities such as scholarship reporting and coordination of details for major donor meetings and events; donor management projects, such as drafting new gift documentation and acknowledgements; and budget management. The Assistant Director of Development & Alumni Relations will pay exceptionally close attention to detail, superior interpersonal skills, writing and technology skills, and the ability to handle multiple projects simultaneously is desired.

REQUIREMENTS
Bachelor's degree and three years of experience in development, fundraising, and community relations. Preferred experience in a university or college setting.

Must possess a valid U.S. driver’s license and be able to drive during daylight and evening hours to event locations. Must be able to be insured by Indiana University.

A successful candidate should possess knowledge of development/fundraising concepts and appropriate solicitation and moves techniques; strong interpersonal/human relations skills; strong communication skills; Marketing and presentation skills; project management skills; ability to interact with diplomacy and tact amid influential clients and diverse groups; ability to maintain relationships with significant and influential individuals; ability to solicit gifts; ability to adapt and respond to various situations; ability to maintain high level of confidentiality; and ability to collaboratively work in team environment with drive to self-motivate for working autonomously.

INSTRUCTIONS ON HOW TO APPLY
Qualified applicants interested in the position must apply online at https://jobs.iu.edu/ Search for Job ID 291784. A resume and cover letter must be submitted with your online application. Indicate in your cover letter why you are interested in becoming a member of IUPUC’s team. The deadline for applications is Tuesday, April 7, 2020.

BENEFITS/PERKS
University-sponsored benefit plans are a significant part of Indiana University’s total compensation package. You may want to go to http://hr.iu.edu/benefits/ to learn more about the resources, services, and other generous benefits available to Indiana University employees.

Columbus is located one-hour south of Indianapolis, 1 ¼ hours from Louisville, and 1½ hours from Cincinnati. Columbus is a unique Midwestern community with a population of 46,000 known for its world-class architecture. The American Institute of Architects ranked Columbus sixth in the nation for architectural innovation and design – right behind Chicago, New York, Boston, San Francisco, and Washington, D.C. There are wonderful programs for young children, many parks, excellent philharmonic orchestra, and people trails. The community is also well known for its culture and its predilection for innovation. For further information, please visit: http://www.iupuc.edu/ and http://columbus.in.us

Indiana University is an equal employment and Affirmative Action Employer and a provider of ADA services.

The Annual Security and Fire Safety Report, containing policy statements, crime and fire statistics for all Indiana University campuses, is available online. You may also request a physical copy by emailing IU Public Safety at iups@iu.edu