Development Officer

***This job is located at IUPUC in Columbus, Indiana***

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.

The Office of Development and Alumni Relations currently has a Development Officer position available. The Development Officer is primarily responsible for identifying donor prospects, cultivating relationships, and maintaining meaningful and consistent contact with both prospects and donors. This role is responsible for the development and implementation of plans and campaigns to sustain and increase donations. In addition, qualified candidates are expected to communicate effectively with appropriate university personnel and stakeholders, as well as collaborate on fundraising initiatives.

The primary purpose of the Development Officer is to work with the Development Leader to sustain and grow fundraising programs, which include the annual fund, special events, and donor relations. This position requires focus on prospect outreach, portfolio management, donor solicitation, and appropriate donor recognition. In addition, this position serves as the primary IUAA South Central Region professional liaison between the IUAA and IUAA SCR Charter Community. This role will also provide administrative support for on-going activities of the Development Leader.

Departmental Responsibilities are to prepare deposits, maintain donor and gift records, assist with event preparation, assist in drafting and distributing correspondence, data entry, and special project management as assigned; assist with planning and set-up of campus-wide, donor-focused and alumni events, and operational duties of the office; serve as primary IUAA South Central Region professional charged with engaging board members, supporting efforts to plan, and direct and coordinate activities and programs supporting the program; represent IUSS SCR at IU Alumni Association meetings, trainings, and activities, as well as serve as the primary contact and staff liaison for IUAA and IUPUC faculty, staff and alumni; prepare, request, and oversee all reports, forms, paperwork, purchase orders, lists, and accounts for the office of Development and Alumni Relations at IUPUC.

REQUIREMENTS
Bachelor's Degree in a related field and 2 or more years of experience of demonstrated experience. Combinations of related education and experience may be considered.

The successful candidate should have proficient written and verbal communication skills; maintain a high degree of professionalism; demonstrated time management and priority setting skills; established high quality of work; ability to build and maintain strong customer relationships; possess flexibility to work in a fast paced, dynamic environment; highly thorough and dependable; and a high level of accuracy in high pressure situations.

A flexible schedule is required for this role which includes varying schedules, possible evenings and weekends.

INSTRUCTIONS ON HOW TO APPLY
Qualified applicants interested in the position must apply online at https://jobs.iu.edu/ Search for Job ID 303953. A resume must be submitted with your online application. The opportunity is currently available to internal candidates and the deadline for applications is January 3, 2023.

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, 1¼ 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

COVID Information
Due to the COVID-19 pandemic, there may be differences in the working conditions as advertised in our standard job postings (e.g., the ability to travel from one campus to another, etc.). If you are invited for an interview, please discuss your questions or concerns regarding the working conditions at that time. Beginning with the fall 2021 semester, all Indiana University students, faculty, and staff will be required to be fully vaccinated for COVID-19 as a condition of enrollment / employment. To learn more about this requirement, view our COVID-19 vaccine information page.

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