Stewardship and Advancement Coordinator
Department of Chemistry
University of Illinois at Urbana-Champaign

The Department of Chemistry seeks a full time (12 month) regular Academic Professional as Stewardship and Advancement Coordinator. This position reports to the Department Head and will support the department in all areas of donor and gift development and management, as well as event planning and external public relations.

**Major Duties and Responsibilities:** Steward alumni relations and gifts, maintain efforts to reach new donors and secure new or additional gifts, provide a high level of attention to major donors, organize donor visits to campus, organize the visits of Departmental faculty and staff to donors, event planning, manage the use of scholarship and fellowship funds, and handle external public relations. Coordinate the newsletter (create content and manage layout), website (create and maintain), and advancement and stewardship events. Coordinate timely correspondence and reporting with donors and manage all print materials used in the Department.

**Minimum Qualifications:** The position requires a Bachelor’s degree, demonstrated written and oral communication skills, experience in organizing, planning, executing, and evaluating complex special events, and demonstrated experience working with website management software.

**Desired Qualifications:** Prior experience with the University of Illinois, preferably in the College of Liberal Arts and Sciences, strong organizational and management skills, the ability to research and organize information and data with accuracy and attention to detail, the ability to design and complete goal-oriented projects in a timely manner, and the ability to work independently and as part of a team. **Salary:** Commensurate with qualifications and experience.

**Starting date:** As soon as possible after closing date.

**Closing date:** To ensure full consideration you must provide a cover letter, curriculum vitae, and email addresses for three references by the close date of May 27, 2010. Create your U of I application through http://jobs.illinois.edu and upload your cover letter and curriculum vitae. The Department of Chemistry will then send you an email (within 2 days) with instructions for entering contact information for three references. Applicants may be interviewed before the closing date; however, no hiring decision will be made until after that date.

Questions regarding position: dfultz@illinois.edu. Questions regarding application: jmette@illinois.edu.

Illinois is an AA-EOE.