



POSITION ANNOUNCEMENT

- POSITION TITLE:** Assistant Director, Indiana Council for Economic Education (ICEE) #1102056
- NATURE OF POSITION:** The Assistant Director reports to the Indiana Council for Economic Education (ICEE) Executive Director and supports the mission of the ICEE and the statewide network of university centers in three areas, fundraising and grant writing, education program coordination, and stakeholder engagement.
- PRINCIPAL DUTIES:**
- Fundraising and Grant Writing Support.** Work collaboratively with the ICEE Executive Director in fundraising – includes donor cultivation; lead prospect research and management; coordinate marketing and outreach for new funds and gifts; foster existing, and develop new corporate sponsor relationships. Assist in grant writing – involves areas of developing project parameters, preparing budgets, creating an implementation plan, as well as coordinating the execution of grants.
- Education Program Administration and Project Development.** Coordinate ICEE Programs - involves direction of all aspects of delivering programs to Indiana teachers, extension educators, and youth, which may include managing a program budget, planning marketing / outreach efforts, managing program registrations, creating and delivering training / awareness programs, providing troubleshooting support for teachers, analyzing and delivering data reports to stakeholders.
- Support and Promote ICEE Economic and Financial Education Programs.** Represent ICEE at statewide conferences and workshops - meet with teachers and other stakeholders, present awareness and/or other training programs. Participate in statewide task forces and committees related to economic and financial education.
- QUALIFICATIONS:** Bachelor's degree required, Master's degree preferred, in education, business, agricultural economics, economics, communication, or related social science field. Coursework and/or professional experience in fund raising or education / non-profit program administration.
- SALARY:** Commensurate with training and experience.
- APPLICATION:** Apply at
<http://purdue.taleo.net/careersection/wl/jobdetail.ft?lang=en&job=140360>
- Applications from women and minorities are strongly encouraged.
- CLOSING DATE:** Screening of applicants will begin February 1, 2012 and will continue until the position is filled.

Purdue University is an Equal Opportunity/Affirmation Action Employer

Assistant Director of Indiana Council for Economic Education - Agricultural Economics

#1102056

Posting Summary:

Support the mission of the Indiana Council for Economic Education (ICEE) and the statewide network of university centers in three areas, fundraising and grant writing, education program coordination, and stakeholder engagement. Assist in the development, organization, and execution of fund raising initiatives, grants and contracts, and other development strategies for ICEE. Work with ICEE and University Center staff to cultivate and maintain relationships with business and non-profit entities to support development efforts. Collaborate with staff and stakeholders to develop and deliver statewide programs and promote economic and financial education in Indiana K-12 schools and youth organizations such as 4-H. Serve as a liaison between ICEE and external constituencies (teachers, government agencies, other education providers, task forces) as well as university centers for economic education. Prepare and monitor budgets, develop public relations and public information initiatives.

Required:

Bachelor's degree in education, business, agricultural economics, economics, communication or related social science field. Minimum of one year grant writing or fundraising experience. Experience managing and developing education projects, programs or other human service / business / financial programs, including preparing and monitoring budgets and creating public relations materials. Strong time management and organizational skills with ability to plan and implement programs. Excellent interpersonal, administrative, and teaching skills; ability to operate in a variety of business and education settings. Ability to interact professionally with K -12 educators and administrators as well as business community. Ability to work in a collaborative environment and be an effective member of a team. Excellent (verbal/written) communications skills including strong grant and curriculum writing abilities. Ability to express ideas clearly and effectively. Comfortable and capable of speaking to groups of all sizes. Proficiency with Microsoft Office (word processing, database, and spreadsheet skills). Willingness to travel in-state and work some evenings.

Preferred:

Master's Degree in related area. Experience working with education grant agencies. Experience working with community volunteers at state and local levels to raise funds to create, support and strengthen programs, including experience with annual fundraising initiatives. Experience in teaching and/or teacher professional development. Working knowledge of economics, personal finance, or other social science, business education disciplines. Excellent public relations, public information and marketing skills. Willingness to learn and adopt new software.

Additional Information:

- **Must** submit a cover letter (approximately 250 words) documenting your experience and interest in outreach programs and youth programs in education.
- A check of criminal conviction records will be made for employment in this position
- FLSA: Exempt (Not Eligible for Overtime)
- Retirement Eligibility: Fidelity Contribution waiting period.
- Purdue University is an equal access/equal opportunity/affirmative action employer.

About the Indiana Council for Economic Education (ICEE)

The Indiana Council for Economic Education (ICEE) is an academic outreach center within the Department of Agricultural Economics at Purdue University. The ICEE leads an eleven-institution state network of university centers for economic education. The ICEE and the university centers are affiliated nationally with the Council for Economic Education.

For over fifty years, the ICEE has served the citizens of Indiana through its mission to “to prepare students to become active citizens and productive member of our economy by providing them with the ability to make sound economic decisions.”

For more information about the ICEE including upcoming workshops and instructional materials, and programs visit, www.econed-in.org