

Communications and Advancement Manager

Posting Details

Posting Detail Information

Working Title Communications and Advancement Manager

Position Location Fort Collins, CO

Research Professional Position No

Posting Number 201900180AP

Position Type Admin Professional/ Research Professional

Number of Vacancies 1

Work Hours/Week 40

Proposed Annual Salary Range 60,000-70,000

Desired Start Date 05/06/2019

Position End Date (if temporary)

To ensure full consideration, applications must be received by 11:59pm (MT) on 03/24/2019

Description of Work Unit The Department of Electrical and Computer Engineering (ECE) has 25 faculty members, 450 undergraduates, and 200 graduate students. It has research programs in Communications and Signal Processing; Computer Engineering; Lasers, Optics, and Applications; Controls and Robotics; Electric Power and Energy Systems; and Electromagnetics and Remote Sensing. The department participates in the CSU Information Science and Technology Center, the CSU-CHILL National Radar Facility, and the NSF Engineering Research Center for Collaborative Adaptive Sensing of the Atmosphere. It is home to the headquarters of the NSF Engineering Research Center for Extreme Ultraviolet Science and Technology. Many faculty in ECE hold courtesy appointments in the departments of Computer Science, Mathematics, Physics, and Statistics, and collaborate with faculty in these and other departments. Annual research expenditures are approximately \$10M, and the department is ranked 23rd in the country based on citations to faculty research. More information on the department can be found at www.engr.colostate.edu/ece

Position Summary The Communications and Advancement Manager will be the primary source of all internal and external communication activities for the Department of Electrical and Computer Engineering (ECE). Specifically serving as the lead writer and voice of the ECE department, the person in this position will be responsible for connecting with diverse audiences, especially technical audiences, through carefully crafted communication strategies. This position will report to the ECE Operations Manager and will use strategic thinking and creativity to communicate the department vision and promote its educational and research endeavors. Whether writing a proposal to a funding agency or developing a presentation for external constituents, this role will be responsible for independently translating complex concepts and statistics into compelling messages for a wide range of constituents. In addition to advising the department head on communications strategy and implementation, this position will manage outreach and engagement with ECE's broad audience base: industry, alumni, donors, students, prospective students, CSU faculty and staff, and peer institutions. Under the Fair Labor Standards Act (FLSA), this position will be exempt from overtime pay.

Required Job Qualifications

- Bachelor's degree in journalism, public relations, marketing, communications, or related field
- Five years of professional writing experience and presentation development

- Demonstrated skill in producing excellent content: accurate, complete, concise, timely, and compelling material for a variety of audiences and platforms
- Demonstrated success in use of integrated and strategic communications to translate complex information into a clear story for intended audiences
- Ability to work independently and manage multiple priorities in a highly organized manner
- Ability to draw on experience and expertise to provide strategic guidance on matters related to communications, outreach, and industrial relations
- Strong work ethic characterized by energy, curiosity, creativity, initiative, collaborative abilities, flexibility in professional duties, and standards of excellence

Preferred Job Qualifications

- Experience researching, writing, and editing content specifically related to the STEM (science, engineering, and mathematics) disciplines
- Experience writing proposals to agencies, corporations, or individual donors
- Experience working in higher education
- Demonstrated success in forging partnerships with prospective donors and industry partners to achieve academic and fundraising goals
- Graphic design experience and knowledge of Adobe Creative Suite

Diversity Statement

Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department's commitment to diversity and inclusion.

Essential Duties

Job Duty Category

Strategic and Technical Communications

Duty/Responsibility

- Serve as the lead writer and editor for written materials generated by the ECE department, including but not limited to data-driven presentations, academic publications, and grant proposals to solicit funding from government agencies
- Generate print and online communications to reflect strategic priorities and ensure consistency as well as branding standards in messaging, such as newsletters, recruitment materials, and news releases
- Develop comprehensive long-range communication strategies for the department
- Collaborate closely and effectively with department head to understand and quickly respond to communication priorities with developed materials
- Serve as an advisor to the department head on special projects and reports (e.g., accreditation report, program review, annual reports)
- Translate and package complex concepts and statistics for myriad audiences

Percentage Of Time

50%

Essential Duties

Job Duty Category

Industrial and Alumni Relations

Duty/Responsibility

- Manage the ECE Industrial Advisory Board (IAB), including organization of all aspects of the bi-annual meetings and selecting appropriate agenda topics
- Work with IAB president and vice president to determine meeting theme and agenda
- Serve as the point person for all action items and activities related to the IAB
- Identify new IAB board members and cultivate existing industry relationships
- Establish meaningful and lasting relationships as the single point of contact for industry, key alumni, and other constituencies
- Prepare meeting presentations for the department head and other supplemental materials
- Manage campus events involving alumni and industry partners

Percentage Of Time

30%

Essential Duties

Job Duty Category

Development and Advancement

Duty/Responsibility

- Develop written proposals to donors, corporations, and government agencies to generate additional funding for department initiatives
- Oversee public relations, outreach, and related activities for the department, ensuring consistent and relevant messaging across platforms
- In collaboration with the Walter Scott, Jr. College of Engineering development team, manage all aspects of fundraising and development, including the comprehensive, multi-year campaign to raise funds for the department
- Manage gift acceptance and acknowledgments and use processes to identify new donor prospects
- Analyze gift reports and make recommendations to the department head on innovative initiatives to garner additional alumni and donor support
- Serve on various boards with roles in development and advancement

- Spearhead advancement and development events, which may include some weekend and evening work

Percentage Of Time 20%

Application Details

Special Instructions to Applicants To apply, please submit a cover letter which addresses the minimum and preferred qualifications, a resume, and the names and contact information for three professional references. References will not be contacted without prior notification of candidates.

Conditions of Employment Pre-employment Criminal Background Check (required for new hires)

Search Contact Dezarai Brubaker, dezarai.brubaker@colostate.edu

EEO Statement Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The [Office of Equal Opportunity](#) is located in 101 Student Services.

The Title IX Coordinator is the Executive Director of the Office of Support and Safety Assessment, 123 Student Services Building, Fort Collins, CO 80523 -2026, (970) 491-7407.

The Section 504 and ADA Coordinator is the Associate Vice President for Human Capital, Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836.

Background Check Policy Statement Colorado State University (CSU) strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.

References Requested

References Requested

Minimum Requested 3

Maximum Requested 3

Supplemental Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

1. Resume
2. Cover Letter

Optional Documents