



Director, Creative Services

The University of Iowa Foundation (UIF), a 501(c)(3) organization that raises private gift support for the University of Iowa (UI), seeks a creative, energetic, and exceptionally well-organized individual to manage high-volume work flow for our award-winning communications team.

Responsibilities include coordinating and ensuring quality, accuracy, and timely production of UIF-produced materials, publications, mailings, news and philanthropy publicity, proposals, case statements, web and online content, and other materials that support fundraising. This includes the oversight and direction of the Communications creative team (designers, photographer/videographer, and writers/editors).

In addition, assists with strategic communications resource planning; key messaging and graphic identity systems; maintenance of UIF style and usage guidelines; internal and campus communications initiatives; and public relations communications.

Qualifications:

- B.A. in English, journalism, communications, marketing, or related field
- A minimum of five years experience in editing the writing of others
- Three to five years in writing and editing copy for promotional or feature-type publications (print, online, or multimedia)
- At least five years experience in helping produce, and in supervising and managing the production of a wide variety of marketing and communications projects, including: print publications; news and publicity materials; promotional and event support materials; advertisements audience research; online, web, and electronic/multimedia projects; direct-mail or mass email communications

The successful candidate must have an established record of leading and managing a creative communications team; strong editing and writing abilities; creativity; good interpersonal communication skills, organization, and careful attention to detail. Able to communicate in person, by phone, and by email to people on campus and throughout the country. Must constantly use visual acuity to check printed and designed materials of various types.

The UIF offers a competitive salary, exceptional benefits and a first-rate work environment. Please include your salary requirements in your cover letter.

To be considered for this position, email your cover letter, resume, and salary requirements to **hr@uifoundation.org (Creative Services Search) by noon on March 2**. The interview process is anticipated to begin in late March.

The UI Foundation does not discriminate in employment (M/V/F/D/GI). All qualified applicants are encouraged to apply. To learn more about our organization, visit us at: www.uifoundation.org