

## Job Description

<b>Job Title:</b>	Assistant Director of Athletic Development		
<b>Department:</b>	Development - Athletics	<b>Job Type:</b>	Full-Time
<b>Location:</b>	Vermillion	<b>Pay Type:</b>	Salary Exempt
<b>Reports to:</b>	Vice President of External & Corporate Affairs	<b>Travel:</b>	0-10%

### Mission

Inspire investment in the University of South Dakota by promoting a culture of leadership, empowerment, and accountability.

### Vision

Life-long engagement of alumni to advance the University of South Dakota.

### Values

- Y Humility:** not thinking less of yourself but thinking of yourself less.
- O Collaboration:** to be cooperative and work well with others.
- T Innovation:** combining creativity and risk-taking to develop something new and different.
- E Respect:** believing other people, no matter how different from you, are worthy of your consideration and trust.
- S Service:** a focus on enriching the lives of others.

### Position Summary

A key member of the Athletics Development Team, the Assistant Director of Athletic Development will focus primarily on leading and managing the Howling Pack, the annual fund component of the athletic development strategy, and assisting with all athletic development initiatives. This position will play a key role in creating a high standard of customer service excellence and a culture of philanthropy. This position works in a high-paced environment, creative, and collaborative team environment.

## Essential Duties and Responsibilities

- Collaborate with the Athletics Development staff to create and implement the annual attainment and renewal plan to reach the goals of the Howling Pack, and all other athletic initiatives.
- Oversee the Howling Pack membership experience, related reporting, and benefit acknowledgment/fulfillment process.
- Assist with the management of all athletic fundraising events, including auctions, golf outings, monthly lunches, tailgate and hospitality events, reunions, and other special events.
- Conduct regular Howling Pack Board meetings and lead them on initiatives.
- Coordinate with Foundation staff on the implementation of the Howling Pack portion of the Annual fund activities.
- Provide leadership and assistance to standing and ad hoc committees (Calling All Coyotes, Coyote Brotherhood, etc.) through coordination of meetings, communication, and general support.
- Assist in the preparation of written materials for fundraising purposes, including descriptions of gift opportunities, brochures, proposals, speeches, gift acknowledgments, and reports to donors.
- Responsible for game day hosting and entertainment of specific donors at various sports venues.
- Participate in strategic planning, goal setting, event planning, and project status sessions for the athletic development team.
- Responsible for the management of donors eligible for scholarship/student-athlete match program.
- Participate in the stewardship process by engaging donors in a positive way at athletic events and through constant communications.
- Ability to travel and work a flexible schedule, including nights and weekends.
- Other duties as assigned.

## Required Skills and Abilities

- Excellent written, and verbal communication, and active listening skills with strong attention to detail.
- Excellent organizational and interpersonal skills, including the ability to manage multiple projects, meet deadlines and work in a fast-paced environment.
- Strong strategic thinking, analytical, and organizational skills with the ability to plan, execute, and follow through.

- Highly professional and positive demeanor, with the ability to confidently present themselves to high-ranking University officials and donors.
- Donor database experience preferred (Raiser's Edge).
- Knowledge of fundraising, gift acceptance policies, and general information affecting operations.
- Proficient in Microsoft Office Suite or similar software.

## **Minimum Qualifications**

- Bachelor's degree in a related field is preferred. Business, Marketing, Communications, or other degrees emphasizing customer service, leadership, and management skills.
- Experience with fundraising, and fundraising policies (preferably in college athletics, is preferred).
- A combination of education and experience may be substituted for minimum qualifications.
- Experience managing and leading people is preferred.
- Valid driver's license and safe driving record.

## **Physical Requirements**

Position requires sitting, standing, bending, reaching, and some lifting. Requires manual dexterity enough to operate standard office machines such as computers, telephones, and other office and clerical equipment. A normal range of hearing and vision is required.

## **Employee Statement of Understanding**

*The information contained herein is not intended to be an exhaustive list of duties and responsibilities related to this position, nor is it intended to serve as an exhaustive list of required skills and abilities. Duties and responsibilities may be modified, assigned, or reassigned, with or without notice, and for any reason, including, but not limited to, reasonably accommodating individuals with disabilities. Regular attendance is a requirement for this position. This position is strictly at-will, meaning the University of South Dakota Foundation expressly reserves the right to terminate employment at any time, with or without reason, notice, or cause. This at-will employment relationship will remain in full force and effect notwithstanding any changes that may occur in position, title, pay or other terms or conditions of employment. The University of South Dakota Foundation is an Equal Opportunity Employee.*